

Position Description

Graduate Executive Administration Officer

Created: 10 January 2020

Reports to: Manager Business Operations

Level of supervision: Routine supervision provided and will be provided extensive professional development opportunities

Position type: Part time 0.8 FTE Fixed Term – 10-month contract

Level: 2.1

Position purpose

The purpose of this role is to assist the Council, CEO and Executive Team with executive support and administration.

Main tasks

General Administration and Departmental Support

- Maintain correct record keeping and filing for all council records, supplier records, stakeholders' lists, and governance records.
- Support the Manager Business Operations, and act as the liaison between GSA and University of Melbourne Business Services, with collection, collation and dissemination of invoices, payroll paperwork, and credit card reconciliation.

Support – Chief Executive Office

- Manage correspondence or preparation of reports as requested by the CEO for all Council meetings and other internal executive and staff meetings.
- Manage and maintain the CEO's calendar and coordinate Executive Team meetings.
- Assist the CEO in matters relating to Council meetings, elections, and other governance/compliance documentation.
- Maintain team meeting structures and reporting, including taking minutes and following up on action items from Leadership Meetings.
- Other administration tasks to support CEO with the role.

Support – Executive Committee and GSA Council

- Act as the primary liaison across GSA's Council and Executive Committee.
- Collate and disseminate reports to the Executive Committee and Council at the direction of the CEO.
- Book meeting venues and prepare rooms, including organising catering where needed for various Executive Committee and Council Meetings.
- Collate and disseminate agendas and council meeting materials via the maintained of the digital board portal.

- Take minutes at monthly Executive Committee and Council Meetings, Elections and any other meetings as directed by the CEO.
- Secretarial requests (provided they relate to GSA activities) from Executive Committee members.

Judgement and problem solving

- Solve routine problems under supervision and perform tasks which require proficiency in the work area's rules with broader organisational knowledge.

Key Selection Criteria

Essential Criteria

- Bachelor's degree/Diploma or Certificate IV in Business Administration or equivalent.
- Knowledge and understanding of business process and administration.
- Good verbal and written communication skills
- Knowledge and skills of Microsoft Office Skills
- Organisational and time management skills.

Desirable criteria

- Proficiency with Microsoft Office suite
- Previous administration work in the non-profit sector will be advantageous.

Please note: This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only, i.e. that relate to a role of a Graduate Executive Administration Officer.

Acknowledgement

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY

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Employee

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Date

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Manager

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Date