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Student Engagement Officer

Position Description

* Full-Time
* Fixed Term, until 31 December 2022
* Located at La Trobe University’s Melbourne campus (Bundoora)
* HEO5 - $69, 882 - $72, 654 +17% superannuation

**About La Trobe Student Union**

La Trobe Student Union (LTSU) is the peak representative body for La Trobe University students at the Melbourne Bundoora campus.  Our representation is led by and for students and also incorporates the International Students Association and Mature Age Students Organisation.

**About the position**

The Student Engagement Officer is responsible for the co-ordination of La Trobe Student Union’s administration, events and operations support. The Officer will act as first point of contact to the student union, liaising with LTSU Office Bearers, staff, students, university staff and external stakeholders.

**Organisational Relationships**

Reports to: General Manager, La Trobe Student Union .

Internal relationships: General Manager, LTSU staff, LTSU Office Bearers and Volunteers.

External relationships: Students, La Trobe University academic and administrative staff, government, NGO and community agencies, professional bodies, suppliers, contractors, trade unions, peer groups, education sector.

**Position responsibilities**

* First point of contact and liaison for all enquires to the LTSU including from LTSU Officer Bearers, students, La Trobe University staff, suppliers, printers, financial organisations, and trade unions
* Email, diary management and task management for the President and Council Executive and General Manager
* Organisation and administration of meetings including Student Council and Officer Bearer groups
* Develop, refine and maintain administration systems and processes
* Database co-ordination including stakeholder administration and membership
* Marketing and communications administration including events, website, online communications, publications, etc.
* Co-ordination of routine financial administration in conjunction with accountants
* Undertake other project work as required by the General Manager

**Skills and Experience**

To be considered for this position, you will have:

* Demonstrable administration experience including diary management event co-ordination, meeting organisation in a professional environment
* Well-developed and emotionally intelligent skills demonstrable in a professional environment
* Proven proficiency in using PC based software including proficiency in using Microsoft Office (Word, Excel, PowerPoint and Outlook) in a professional environment
* Excellent verbal and written communication
* Self-starter and highly organised
* Excellent attention to detail
* Excellent time management skills
* A team player with a positive “can do” attitude

This position requires a Working With Children Check (WWCC)

**Desirable**

* Experience of website administration, digital and social media platforms, Adobe CS suite, InDesign, Photoshop, or other creative packages would be highly regarded