

## Position Description

Position title: AAS Administrator

Reports to: President and AAS Executive Committee

### Background

The Australian Anthropological Society (AAS) is a member-based organisation representing the profession of anthropology in Australia. The AAS has over 400 members, comprising a substantial proportion of the practising anthropologists in Australia. The goals of the Society are to advance anthropology as a professional discipline, promote its responsible use in the service of humankind, and promote professional training, knowledge sharing, and practice in anthropology. The Society is governed by an Executive Committee of seven directors, supported by the AAS Administrator.

AAS activities include:

- Organising an annual conference
- Publishing *The Australian Journal of Anthropology* (TAJA)
- Administering grants and awards
- Issuing a monthly newsletter
- Promoting and supporting the teaching, learning, and practice of anthropology in Australia
- Promoting the work of anthropologists through various communications channels
- Supporting the Australian Network of Student Anthropologists (ANSA)

### Position Purpose

The AAS Administrator provides project and communications management, and administrative and secretariat support to the Executive Committee to support effective AAS operations.

### Principal Duties

- Provide high-level proactive secretariat support to the AAS Secretary including meeting and agenda preparation and follow-up communications.
- Assist the AAS Treasurer and bookkeeper in managing the Society's finances, including preparing and monitoring budgets, processing expenses, and organising auditing processes.
- Perform general administrative services and accurate record-keeping to ensure an efficient, effective, and responsive membership service.
- Effectively manage AAS communications, including website maintenance and development, social media channels, newsletters, and all member communications.
- Support constructive and professional relations with members and other professional bodies and assist with identifying potential issues or policies impacting anthropology.
- Provide support for Executive Committee decision-making to ensure the AAS remains relevant to members and responsive to developments in academic and professional practice.
- Coordinate AAS projects and activities, including grants and prizes, in a timely and efficient manner.
- Provide conference and event administration support, which may require on-site attendance.
- Develop operational improvements to the benefit of the AAS, in consultation with the Executive Committee and other partners as appropriate.

## **Selection Criteria**

### Essential

- Demonstrated independence and teamwork skills and the ability to manage programs, projects, and people in a changing environment.
- Excellent interpersonal and communication skills, both written and oral, with a demonstrated ability to convey information, build rapport, consult, negotiate and liaise effectively with a diverse range of people.
- Excellent organisation and time-management skills, together with a demonstrated ability to work with competing demands, prioritise work tasks, pay attention to detail, and be flexible in responding to changing work priorities.
- Good financial management skills, including preparing financial statements and budgets and implementing financial tracking processes to account for expenditure.
- Competency in financial management software such as Xero, or the capacity to acquire this competency.
- Experience with website content editing and management and competence in the use of social media.
- Comprehensive skills in a range of computer applications including the Microsoft Office suite.

### Desirable

- Knowledge of the discipline and practice of anthropology.
- Knowledge of the governance of not-for-profit organisations and/or prior experience or involvement in a small or not-for-profit organisation.
- Experience implementing operational improvements to improve organisational efficiency or effectiveness.

## **Hours of Duty**

This position is part-time (10 to 15 hours per week) for an initial 12-month contract.

## **Salary**

Equivalent to HEW Level 9 plus 10% superannuation.

## **Location of Work**

Ideally, the position holder will be in Canberra. However, we welcome applicants based elsewhere in Australia. The position holder will be required to work from home and be a resident of Australia for tax purposes. The role starts in June 2024.

## **How to Apply**

Please provide by email to [aas@anu.edu.au](mailto:aas@anu.edu.au):

- CV setting out your relevant experience and qualifications
- Statement Addressing Selection Criteria (maximum two pages)
- The names of two professional referees

## **Applications close: Thursday 6 June**

For more information, please contact AAS Administrator Anna Lucas at [aas@anu.edu.au](mailto:aas@anu.edu.au). If a phone call is preferred, please email first and request a phone appointment.