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POSITION DESCRIPTION

Administrative Assistant

Faculty/Division

Law & Justice

Classification Level

Professional 4

Hours & Span (Category)

G - Administrative, Clerical, Computing, Professional & Research Staff

Position number

[Click or tap here to enter text.](#)

Shiftwork status

NOT SHIFTERWORKER

Allowances

[Click or tap here to enter text.](#)

On call arrangements

[Click or tap here to enter text.](#)

Original document creation

[Click or tap to enter a date.](#)

Position Summary

An **Administrative Assistant** is responsible for providing proactive, practical and efficient administrative support to the Kaldor Centre for International Refugee Law.

The role reports to the Kaldor Centre Administrator, supporting the Kaldor Centre for International Refugee Law at UNSW Law & Justice and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Develop and maintain filing systems, spreadsheets, databases and other administrative systems.
- Assist with maintaining and updating Kaldor Centre websites, in accordance with established UNSW policies, procedures and guidelines.
- Assist with formatting Centre publications, and preparing basic visual content in line with brand guidelines (eg. social media graphics, flyers, presentations) using accessible design tools (eg. Canva) to support the Centre's communications and branding needs.
- Assist with creating electronic direct mail (EDMs) and newsletters and managing mailing list data (eg. data quality, updates, segmentation) using Mailchimp, and assist with creating social media posts as required.

- Assist with credit card reconciliation and processing of expense reimbursements, and purchasing and invoicing as required.
- Respond to a range of enquiries from internal and external stakeholders, and initiate, action or escalate as necessary.
- Arrange, support and promote in-person, hybrid and online meetings and events for internal and external stakeholders, including the arrangement of room bookings, catering, equipment and preparation of meeting materials. This may include changes to regularly scheduled work days or working after business hours from time to time.
- Participate in relevant projects and initiatives as required.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

- Diploma or equivalent combination of qualifications and work experience in a relevant field, such as administration, marketing or digital communications. Familiarity with UNSW administrative and finance systems is desirable.
- Sound organisational skills including ability to prioritise tasks and duties in order to meet deadlines.
- Excellent attention to detail and ability to provide effective customer service and support to stakeholders at all levels.
- Advanced interpersonal, written and oral communication skills.
- Demonstrated capacity to work effectively in a team. Experience using simple design platforms (eg. Canva) to edit images and create visual content.
- Proficient level of computer literacy with advanced skills in Microsoft Office applications.
- Demonstrated ability in the use and administration of online systems and databases.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.