

Clubs Assistant

Please note: A duty statement may be developed for casual, sessional or short-term fixed appointments of less than 12 months duration (please refer to [Recruitment & Selection Procedure](#) for further details). This statement should not be more than 2 pages.

Tenure and salary band:	This is a casual appointment (HEP Level 3.1)
Organisational Unit:	Student Services & Administration
Reports to:	Senior Student Engagement Officer – Clubs, Student Life & Leadership
Overall purpose of the position:	The overall purpose of the Clubs Assistant role is to support the delivery of key components of the Victoria University Clubs Program. This includes club affiliation and re-affiliation, club training and induction and club events. The Clubs Assistant will contribute to campus life and student engagement via facilitation and provision of campus-based and University-wide services and activities that bring students together, promote wellbeing, and encourage student development.
Location/campus:	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.
Major duties include:	
◆ Assist with maintaining clubs database	
◆ Monitor shared email inbox and respond to queries	
◆ Assist clubs with affiliation, re-affiliation, event planning and event approvals	
◆ Support clubs by helping with room booking, equipment booking, printing flyers and promotion of their events	
◆ Liaise with Events team to coordinate clubs at Orientation and other promotional events	
◆ Assist with organising and delivering training and social events for club Executives	
◆ Collate data for reports	
◆ Assist with budget tracking, obtaining quotes for merchandise, catering and other items	
◆ Support Student Life events and programs during peak periods as required.	

Prepared by Manager (Full Name):	Endorsed by Staff Member (Full Name):
Signature of Manager: X _____	Signature of Staff Member: X _____
Date signed:	Date signed: