

Events 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:	Coordinator, Student Engagement & Events, Student Life & Leadership
Overall purpose of the position:	The overall purpose of the Events Assistant role is to support the delivery of key components of the VU student events program and facilitate equipment bookings for VU students. The Events Assistant will contribute to campus life and student engagement via facilitation and provision of campus-based, online 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:	
<ul style="list-style-type: none"> ◆ Implement event coordination including, but not limited to, planning, entertainment bookings, predicting expenditure, promotion, delivery and evaluation of core programs including: O-Fest, Orientation, Campus Events, Online student events and Equipment bookings. 	
<ul style="list-style-type: none"> ◆ Source sponsorship and advertising opportunities with respect to relevant Student Life events/activities/programs including but not limited to O-Fest, Campus/Online Events and online Student Deals page. 	
<ul style="list-style-type: none"> ◆ Maintain central sponsorships and advertising database 	
<ul style="list-style-type: none"> ◆ Process equipment bookings, maintain booking records and ensure equipment is working, ready and available for campus events at various campuses 	
<ul style="list-style-type: none"> ◆ Liaise with the Clubs and Volleys team to ensure relevant involvement of student groups and an adequate number of student volunteers to deliver events 	
<ul style="list-style-type: none"> ◆ Monitor shared inbox and provide professional and timely responses to internal and external clients. 	
<ul style="list-style-type: none"> ◆ Collate data for reports 	
<ul style="list-style-type: none"> ◆ Support Student Life events and programs during peak periods as required. 	

DUTY STATEMENT

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