

Leadership 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 Life & Leadership
Overall purpose of the position:	The overall purpose of the Leadership Assistant role is to support the delivery of key components of the Victoria University Student Leadership Program. This includes the LEAD Program, Student Leadership Conference, Student Leadership Awards and Leadership Snacks. The Student Leadership 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:	
<ul style="list-style-type: none"> ◆ Provide administrative support for Leadership programs: LEAD Program, Student Leadership Conference, Student Leadership Awards and Leadership Snacks, including room bookings, preparing event materials, co-facilitating workshops and sourcing suppliers within working budgets. 	
<ul style="list-style-type: none"> ◆ Maintain program documentation including action plans, event briefs, run sheets, etc. 	
<ul style="list-style-type: none"> ◆ Under direction of SL Coordinator, assist in implementing communications for Leadership programs through current student channels such as web, emails, myVU, LCD screens, and MailChimp. 	
<ul style="list-style-type: none"> ◆ Maintain the Student Leadership database to track participation. 	
<ul style="list-style-type: none"> ◆ Collate data for reports. 	
<ul style="list-style-type: none"> ◆ Monitor shared inbox and respond to queries. 	
<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: