

Vollies 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:	Student Engagement Officer – Vollies, Student Life & Leadership
Overall purpose of the position:	The overall purpose of the Vollies Assistant is to support the delivery of key components of the Victoria University Vollies Program including V4U Day. This includes assisting with the planning and delivery of the Vollies Training sessions and Vollies events as well as volunteer and event administration. The Vollies 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 planning and delivering Vollies and V4U Day training sessions and events	
◆ Assist in implementing communications for Vollies and V4U Day programs through web, emails, MyVU, LCD screens, SMS etc.	
◆ Liaise with internal and external stakeholders to coordinate volunteer opportunities	
◆ Maintain Vollies database to track participation and database of community organisations and stakeholders	
◆ Supervise student volunteers on event days, including briefing and support	
◆ Monitor shared inbox and respond to queries	
◆ Collate data for reports	
◆ Administer post-event evaluations from student volunteers, volunteer supervisors, community organisations and other relevant parties	
◆ Assist with V4U event logistics including registration, catering, T-shirt production, equipment, transportation, and entertainment, etc.	
◆ 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: