

Student Experience Grant Assistant

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:	This role coordinates administration and assessment of Student Experience Initiative grant applications and agreements, ensuring compliance with government legislation, university policies, and funding requirements. The Student Services & Amenities Fee (SSAF) supports programs and initiatives that enrich student life and create an inclusive, vibrant campus experience. Working with student groups and university departments, this position ensures fair, timely assessment of applications and effective delivery of SSAF-funded initiatives.
	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"> ◆ Coordinate the full lifecycle of Student Experience Initiative (SEI) grant applications, including receiving, tracking, assessing, and finalising funding agreements in line with university policies and government legislation.
	<ul style="list-style-type: none"> ◆ Support the assessment process by preparing documentation, coordinating student assessment panels, and ensuring applications are evaluated consistently and fairly against set criteria.
	<ul style="list-style-type: none"> ◆ Ensure compliance with relevant legislation, funding guidelines, and internal procedures, including the accurate maintenance of records, agreements and reporting obligations.
	<ul style="list-style-type: none"> ◆ Liaise with a wide range of stakeholders, including student groups, staff and internal departments, to provide guidance on SSAF SEI processes and ensure timely communication and collaboration.
	<ul style="list-style-type: none"> ◆ Monitor and track the progress of funded initiatives, ensuring that projects are delivered as agreed and within approved timelines and budgets.
	<ul style="list-style-type: none"> ◆ Monitor shared SSAF inbox and respond to queries.
	<ul style="list-style-type: none"> ◆ Provide administrative support for SSAF governance activities, including committee coordination, meeting scheduling and preparation of agendas and minutes where required.
	<ul style="list-style-type: none"> ◆ Develop and maintain clear and accessible resources, such as guidelines, templates, and FAQs, to support applicants and stakeholders in understanding SSAF SEI processes.

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: