CASUAL POSITION DESCRIPTION

Position: C&S Administration Support  
Division: UMSU  
Reporting to: Clubs & Societies Coordinator  
Schedule B Casual Salary Level: Level 3  
Date Prepared: December 2016

Position Outline:
To undertake general administrative and small projects for one or more departments within UMSU.

Key Duties:
- Assist with administration & preparation for the C&S Orientation Expo.
- Review and calculate Applications for Payment in accordance with the C&S Regulations.
- Prepare paperwork for the payment of grants by MUSUL Finance in accordance with their requirements.
- Update and maintain training qualification records.
- Review Annual General Meeting submissions to sign off or referral of non-compliance to C&S Coordinator.

Level of Supervision & Judgement:
This position operates under broad supervision in accordance with departmental and organisational policies and procedures. Accountable for undertaking administrative and basic project duties in an efficient and responsive manner, ensuring adherence to MU Student Union Ltd procedures and policy, and referring any non-standard matters to the supervisor.

Desirable Skills and Qualifications:
- Previous experience (at least 12 months) and/or qualifications in administration;
- Good administrative and organisational skills;
- Knowledge of spreadsheet and database computer software;
- Excellent communication and customer service skills and an ability to relate well to a diverse range of people;

Conditions of Employment:
In accordance with the MU Student Union Ltd Collective Agreement 2013

Uniform Requirements:
No opened toe shoes or sneakers;  
A neat and professional appearance.

OH&S General Responsibilities:  
Staff shall be responsible for:
- the reasonable care for their own health and safety and that of other personnel who may be affected by their conduct;
• cooperating with others in relation to actions taken by the University to comply with Occupational Health and Safety legislation;
• not wilfully placing at risk the health or safety of any personnel;
• not wilfully or recklessly interfering or misusing anything provided in the interest of health and safety or welfare of any personnel;
• undertaking tasks in accordance with relevant standard operating procedures or work instructions;
• wearing correct personal protective equipment specified in standard operating procedures or working instructions;
• seeking supervision and guidance from the relevant supervisor for all new or modified work procedures;
• using University and divisional procedures to report hazards and incidents;
• where required, participating in health and safety consultative arrangements, including meetings;
• where required, participating in health and safety information, training and induction procedures;
• following University and divisional procedures for emergencies;
• Implementation of relevant specific responsibilities described in the University’s health and safety policies and procedures.

Authority to Act:
• commence an emergency response in accordance with emergency procedures;
• report workplace hazards and incidents to the local manager or supervisor;
• raise health and safety issues in accordance with the Issue Resolution Procedure;
• after consultation with the local manager or supervisor, cease a task and seek alternate duties where the nature and degree of the health and safety risk results in an immediate and serious threat to the health and safety of the staff member.

Casual Employee: ……………………………………………………………………………………………………………………….. Date: ……………..
(Print Name)

Signed: ………………………………………………………………………………………………………………………………….. Date: ……………..
(Casual Employee)

Signed: ………………………………………………………………………………………………………………………………….. Date: ……………..
(Supervisor)