

Position Description – *Entrepreneurial Programs Assistant*

Updated 11/02/2026

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Flinders New Venture Institute (NVI)
Supervisor (Title)	Team Leader, Program Delivery and Operations
Classification	Higher Education Assistant Level 4
Employment Type	Fixed-term, part-time

POSITION SUMMARY
<p>Under routine to general direction, the Entrepreneurial Programs Assistant supports the Programs and Operations team in the coordination and delivery of entrepreneurial programs and initiatives among university students. This position actively contributes to the enhanced development and delivery of workshops, programs, and initiatives to inspire innovation, creative thinking and an entrepreneurial mindset in students.</p> <p>This role involves close collaboration with the NVI program trainers and facilitators to provide clear and effective information about the program, including the Future Skills Award. Additionally, it assists in coordinating the daily implementation of the co-curricular suite of programs and activities aimed at developing students' future skills and entrepreneurial abilities.</p> <p>This position reports to the Team Leader, Program Delivery and Operations. It includes working closely with all NVI staff and collaborating with students, student groups, campus partners, and other program staff, as well as with staff from various units across the University. Some work will be required outside of regular hours for this role.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

KEY POSITION RESPONSIBILITIES

The Entrepreneurial Programs Assistant is accountable for:

1. Providing a range of administrative and operational support for the NVI student-focused entrepreneurial programs, workshops, and initiatives, including the Future Skills Award.
2. Assisting the Programs and Operations team in the expansion of the current suite of programs and activities – within and alongside curriculum. This includes, but not limited to, delivering information sessions on the Future Skills Award and other appropriate presentations raising student awareness related to the suite of entrepreneurial programs as required.
3. Liaising with students and student groups to promote engagement, gather feedback, and encourage participation in entrepreneurial initiatives, including responding to student enquiries
4. Coordinating resources, assisting with program documentation, and monitoring and recording event registration, attendance, an engagement.
5. Tracking and reporting on student participation and feedback to help evaluate program effectiveness and inform future planning.
6. Contributing to a positive, inclusive, and entrepreneurial culture on campus by actively supporting student innovation, creativity, and idea development through all engagement activities.
7. Supporting other events and activities delivered by the NVI team as required.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a diploma level qualification with relevant work-related experience; or an equivalent combination of relevant experience and/or education and/or training.
- Demonstrated ability to communicate and liaise effectively with a diverse range of stakeholders together with excellent customer service and interpersonal skills.
- Effective organisational and administrative skills, including an ability to identify priorities, meet deadlines and manage a varied workload in a busy environment.
- A genuine interest and enthusiasm for student development and interest in innovation, creative thinking, and entrepreneurial development.
- A motivated work ethic with the ability to work independently and collaboratively in a team environment.
- Demonstrated ability to identify and support the implementation of improvements to established practices.
- Effective computer skills and general knowledge of the Microsoft Office suite, web applications and the creation and maintenance of online resources.
- Experience in supporting staff and contributing to the operational delivery of training programs (*desirable*).
- Higher Education Sector experience, including presenting information in-person and online to diverse student cohorts (*desirable*).