

## Position Description – *Administrative Assistant*

Updated 13/08/2025

### POSITION DETAILS

Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Flinders University Student Association
Supervisor (Title)	Manager, Flinders University Student Association (FUSA)
Classification	Higher Education Officer Level 4
Employment Type	Fixed-term, full-time

### POSITION SUMMARY

Under routine to general direction, the Administrative Assistant is responsible for providing reception and administrative services to the Flinders University Student Association (FUSA). FUSA provides a wide range of services and opportunities for Flinders University students. The position plays a key role as a first point of contact for students, and includes providing support and advice for student clubs, the administration of grants, and support of a wide range of programs and services delivered by the association. The role also provides finance support to the rest of the FUSA team.

### UNIVERSITY EXPECTATIONS AND VALUES

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:

- 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 *Work Health and Safety, Injury Management and Equal Opportunity* policies.

*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.*

### KEY POSITION RESPONSIBILITIES

The Administrative Assistant is accountable for:

- Ensuring the provision of a welcoming, professional and efficient reception service, responding effectively to student inquiries, and ensuring appropriate referral to the relevant staff or service.
- Provide initial support and appropriate referral for students who present in distress.
- The provision of support to a broad range of FUSA projects as delegated by FUSA staff through the Manager.
- Administration and assisting with the coordination of grants and support for student clubs affiliated with FUSA.
- Contributing to the planning processes by assisting with the preparation of briefing papers, reports, agendas and minutes for meetings, including Student Council meetings.
- Supporting financial services including receipting of income, processing of accounts, preparing account reconciliation, purchasing, coordination of travel, and reconciliation of expenses.
- Assisting the Student President and other elected student representatives with planning, organising and implementing events and student activities.
- 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 in Business Management or Administration with relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to provide a responsive and effective administration service, including an understanding of, and a strong commitment to, providing professional and high-quality customer service.
- Effective organisational and administrative skills, including the ability to prioritise workload, meet deadlines and manage a varied workload in a busy environment.
- An ability to undertake financial procedures, including receipting income and processing accounts.
- Effective written communication and document presentation skills, with a demonstrated capacity for attention to detail, particularly in the preparation of correspondence, reports and other documents.
- Effective interpersonal and oral communication skills including the ability to provide appropriate advice and information to a variety of people and a demonstrated ability to establish and maintain positive relationships and networks with students and staff at all levels within the organisation and with external stakeholders.
- Ability to take initiative in problem solving, to work independently under routine to general supervision and a proven ability to work effectively in a team environment.
- Effective computer skills, including high level keyboard skills, experience with the Microsoft Suite of applications.