

Position Description – *Communications and Media Assistant*

Updated 26/05/2025

POSITION DETAILS	
Portfolio	Deputy Vice-Chancellor (Students)
Organisational Unit	Student Life - Flinders University Student Association (FUSA)
Supervisor (Title)	Senior Coordinator, Programming and Communications
Classification	Higher Education Officer Level 4
Employment Type	Fixed-term, part-time

POSITION SUMMARY
<p>Under routine to general supervision, the Communications and Media Assistant provides support to the Communications and Media Team, contributing to innovative student engagement through a wide range of media and communication strategies. This includes providing graphic design solutions and editing copy for a variety of digital and print media associated with Flinders University Student Association's (FUSA) online and promotional activities. The incumbent will also assist in the maintenance of FUSA's websites and social media functions.</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 National Police Certificate 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
<p>The Communications and Media Assistant is accountable for:</p> <ol style="list-style-type: none"> Providing support to the Communications and Media team on a range of communication and graphic design projects to support the communication and media strategies of FUSA. Engaging in the development and production of graphic design concepts as required by student representatives, FUSA staff and clubs and societies.

3. The application of analytical skills to create and evaluate designs and their effectiveness for a range of media.
4. Assist with the development of graphic design solutions for web ensuring consistency with the Association's brand.
5. Provide support to the Communications and Media team in the production of promotional material and the general application of FUSA's brand by establishing graphic design solutions that can be used across FUSA, including posters, pamphlets, and stationery.
6. Assist with the maintenance of FUSA's websites and social media sites, including preparing and setting up online content (inc multimedia content) within FUSA's websites and other related online/digital platforms in a timely and efficient manner.
7. Assist with copy writing, editing, and reviewing a range of student association communications.
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 in a design or media related field.
- Demonstrated experience working on graphic design and print projects including routine to general knowledge of up-to-date design standards, work-flow procedures, and production stages.
- Experience writing, editing, and preparing online and multimedia content
- Demonstrated experience and knowledge of production software applications including Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Effective written communication skills including the ability to communicate with a range of stakeholders through a variety of channels.
- Demonstrated organisational and time management skills with the ability to determine priorities and work with minimum supervision to respond to changing circumstances and meet deadlines.
- Demonstrated ability to exercise judgement and well-developed problem-solving skills ranging from analytical to creative.
- Effective interpersonal skills and the ability to work cooperatively in a team context and to negotiate and communicate effectively with student representatives and staff at all levels.