



POSITION DESCRIPTION

Position Title:	International Programs Event Coordinator
Department:	Student Programs
Reports To:	International Programs Manager
Supervises:	Campus Activity Coordinators and Volunteers when required
Employment Type:	Part Time
Classification:	Level 4 The University of Sydney Union Industrial Agreement 2001
Conditions:	May include some weekends and nights as dictated by business requirements

Purpose

To deliver a program of events that drive student engagement and enhance the campus experience.

Job summary

Student Programs is at the heart of campus life at the University of Sydney. This role is responsible for the programming, planning and execution and evaluation of a diverse range of student events, including but not limited onsite event coordination, stakeholder management, content development and marketing.

The International Programs Event Coordinator is a valued member of the Student Programs team and works with various internal and external stakeholders to deliver a dynamic calendar of programs and events.

Selection Criteria

Qualifications/sector experience

- Tertiary qualification in Marketing/Event Management or relevant related experience

Knowledge, skills and competencies

- Excellent written, verbal communication/listening/problem solving skills
- Proven experience delivering events
- Proven experience developing and delivering content
- Proven experience developing and executing marketing campaigns
- Proven experience with stakeholder engagement and management
- Ability to manage and prioritise competing deadlines and tasks
- Computer-based administrative systems, particularly Microsoft suite of applications and database platforms
- An understanding of the youth market (18 – 24 years old)
- Ability to set priorities and establish objectives and milestones
- Outstanding customer service and communication skills
- A good operational understanding of WH&S

Personal qualities

- Passionate about working with a diverse range of people from different backgrounds and cultures
- Warm and approachable, ability to listen actively, friendly and professional
- A leader with a high level of integrity, honesty and commitment
- Ability to confidently delivery information to both internal and external parties
- Highly motivated, proactive team player
- Strong attention to detail and good initiative
- Adaptable to change
- Ability to work in a team environment or autonomously

Desirable criteria

- An understanding of various cultures
- Demonstrated knowledge of the University of Sydney, The University of Sydney Union and its activities
- Experience in working in a not-for-profit organisation
- Experience working with young people and in youth affairs
- Current provisional or above NSW Driver's license

POSITION ACCOUNTABILITY STATEMENTS (PAS)		
Key Result Areas	Key Tasks	Key Performance Indicators
Coordination of campus events and student events marketing	<p>Assist in the management of student programmed events including but not limited to, International Festival, international orientation activities, excursions, Campus Race, student parties and seminars</p> <p>For all events, produce marketing briefs as directed to organise promotional collateral (digital and print) from the Marcomms team.</p> <p>Liaise with the International Programs Manager to assist with budget management</p> <p>Ensure measurement and feedback mechanisms are in place for all programs and events</p> <p>Ensure all events are safety run</p>	<p>Student programmed events successfully managed, on time and to budget</p> <p>All marketing deadlines are met and collateral is delivered on time</p> <p>Risk assessments completed before all events</p> <p>All work conducted within budgets</p> <p>Nil injuries/ incidents at events</p> <p>Demonstratable growth from positive/ constructive feedback</p>
International Festival	<p>Assist in the coordination of International Festival</p> <p>Liaise with external stakeholders</p> <p>Liaise with Marketing Department regarding the marketing of program</p> <p>Liaise with USU, University Facilities Management and Moreton Hire regarding stall placement</p>	<p>University approvals granted and successful events held</p> <p>Acceptable response time and acknowledgement of all booking requests</p> <p>Increase in number of attendances</p>

	<p>Liaise with Clubs and Societies</p> <p>Obtaining quotes and bookings of equipment and performances</p> <p>Ensure compliance with all necessary City of Sydney regulations</p> <p>Proactive research of new ways and events to engage domestic and international students</p>	<p>All stalls are kept within approved locations</p> <p>All food suppliers have necessary approvals and insurances</p>
CET (Centre of English Teaching)	<p>Coordination of monthly CET orientation events</p> <p>Liaise with external stakeholders</p> <p>Liaise with USU Facilities regarding orientation setup</p> <p>Liaise with USU IT regarding ACCESS membership activation</p> <p>Assist with the delivery of other CET events held in ISL as required.</p>	<p>Space, setup and equipment booked on time</p> <p>All monthly orientation events successfully held</p> <p>Assist with ACCESS membership activation</p> <p>All food events have necessary approvals and insurances</p>
Facilitate the use of the venue by Clubs and Societies	<p>Timely bookings of events as requested, contacting C&S key figures to increase the number of bookings, organising any relevant extra operational requirements</p>	<p>C&S bookings in the ISL, no double/or incorrect bookings, all information correct to ensure organisation of all requirements</p> <p>Increase in the number of Clubs that regularly use the ISL spaces</p>
Work Health & Safety (WHS)	<p>Conduct all work in a safe manner</p> <p>Comply with all WHS policies, procedures and instructions</p> <p>Report all incidents and hazards immediately to Supervisor and People & Culture Department</p> <p>Use and maintain safety devices and personal protective equipment correctly</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p>
Demonstrate commitment to the department and USU as a whole	<p>Shows a willingness to assist others – both within own department and in other areas</p> <p>Forthcoming with ideas</p> <p>Performs other reasonable duties as requested by Manager</p>	<p>Responsive to requests</p> <p>Willing to assist in times when the area is short staffed</p>

	<p>Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner</p>	<p>Attends and interacts constructively at meetings</p> <p>Takes an interest in the challenges faced and contributes ideas/suggestions to make improvements</p> <p>All interactions are professional, respectful, polite and courteous</p>
--	--	--

Physical Requirements

Required frequently: sitting, standing, walking, reaching, driving, lifting above shoulder height, lifting up to 5 kilograms

Compiled by: Director, Student Programs Date: Jan 2019

Authorised by: People & Culture Date: Jan 2019

Current Employee Signature: _____ Date: _____