

AVONDALE STUDENT LIFE LEADERSHIP SCHOLARSHIPS

Position: ASA Media Officer

Campus: Lake Macquarie

Reports to: Student Life Co-ordinator / ASA President

POSITION ELIGIBILITY :

To ensure that you are eligible for this position, please read the 'Application Eligibility Form' available at avondalestudentlife.com/eligibility.

POSITION PURPOSE

- To work with the ASA team in consultation with the Student Life Co-ordinator in developing Avondale Student Life's (ASL) communications plan. This includes the ASL website, social media, email, YouTube and print communications.
- To source, develop, edit and publish graphic and audio-visual content to be published to online ASL platforms and in print publications.
- To assist the ASA President in initiating and implementing improvements for Avondale University students.

KEY RESPONSIBILITIES

- To collaborate with the ASA President, Student Life Co-ordinator and Head Photographer for social media content planning, production and publishing.
- To co-ordinate ASL social media profiles with photographs, stories & updates.
- To respond to enquiries in a timely manner.
- To provide promotional support for the ASA social events, e.g. creating posters.
- Participate in Pulse, e.g., set-up, pack-down.
- Participate in Orientation, e.g., be part of the welcome team.
- Attend student leadership training sessions.

PERSON SPECIFICATION:

- Uphold Avondale's mission, values and ethos.
- Creative thinker and attention to detail.
- Ability to work as part of a team and equally well working independently.
- Strong people and communication skills.
- A dedicated, organised and trustworthy person.
- Positive interpersonal and relationship-building skills including an ability to communicate ideas effectively, enabling students to get more out of their time at Avondale.

KEY OUTCOMES:

- Maintain and grow a positive, informative presence of ASL online and on-campus that aligns with Avondale's mission, values and ethos.

RELEVANT EXPERIENCE:

- The position requires good communication skills and a high level of integrity.
- Preferably would have some experience in working in a team environment.
- Multi-media design skills.

TERM OF APPOINTMENT

- One full academic calendar year.

REMUNERATION

- Honorary scholarship - *see payment Schedule 1 on Eligibility Form.