

AVONDALE STUDENT LIFE LEADERSHIP POSITIONS

POSITION: ANSA SECRETARY AND MEDIA OFFICER

REPORTS TO: SYDNEY CAMPUS CHAPLAIN-STUDENT LIFE SERVICES

Position Purpose

The ANSA Secretary and Media Officer fulfils two important functions. Firstly, the Secretary is to keep accurate minutes of all ANSA meetings, distribution of minutes to ANSA members and be responsible for communicating ANSA actions.

Secondly, overseeing all Media on campus. This includes:

- Developing ANSA's communications plan in consultation with the Sydney Campus Chaplain-Student Life Services (ANSA social media, email and print communications);
- promoting ANSA events to the wider nursing student body, managing social media pages for nurses, advertising ANSA initiatives;
- to source, develop, edit and publish graphic and audio-visual content to be published to online ANSA platforms and in print publications;
- and able to take and file pictures during the academic year.

Key Responsibilities

- To act as proxy if the ANSA President will be absent from a meeting
- Responsible for recording and distributing minutes to the ANSA members in a timely manner
- Manage the ANSA social media pages
- Communicating ANSA events to the student body throughout the academic year
- To implement a social media profile with photographs, stories, updates and respond to enquiries in a timely manner
- Recruit and manage assistant photographers
- Participate in ANSA registration days

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

Person Specification

- Uphold Avondale's mission, values and ethos
- Ability to work as part of a team and equally well working independently
- Positive interpersonal and relationship-building skills include the ability to communicate ideas effectively to different stakeholders, enabling students to get more out of their time at Avondale

Key Outcomes

- ANSA records accurately kept
- Maintain a positive, informative social media profile that aligns with Avondale's mission, values and ethos

Term of appointment - One full academic calendar year

Remuneration: See Student Life Services for details (pro-rata applies)