

AVONDALE STUDENT LIFE LEADERSHIP SCHOLARSHIPS

POSITION: ANSA SECRETARY AND MEDIA OFFICER

REPORTS TO: SYDNEY CAMPUS CHAPLAIN - STUDENT LIFE SERVICES

POSITION PURPOSE

The ANSA Secretary and Media Officer fulfills two important functions: keeping accurate minutes of all ANSA meetings, distribution of minutes to ANSA members, be responsible for communicating ANSA actions and works with the ANSA President in preparing agendas for meetings. Secondly, overseeing all media on campus.

KEY RESPONSIBILITIES

- Able to take, distribute and file pictures during the academic year.
- Responsible for recording and distributing minutes to the ANSA members in a timely manner
- Manage the ANSA social media pages
- Maintaining, developing, resourcing all ANSA's communications social media platforms in consultation with the Sydney Campus Chaplain-Student Life Services.
- Ensure adequate and appropriate advertising is carried out using various resources as well as being ready to initiate new creative advertising methods.
- Promoting ANSA events to the wider nursing student body
- Working with the ASL department in sourcing content for the ANSA social media pages and the Jacaranda Yearbook for nursing.
- 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 orientations days/special events/Open 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
- Good social skills
- 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
- Needs to be a highly dedicated, organised and trustworthy person
- Loyalty to the Res Life leadership team.
- Ability to maintain sound academic performance within chosen course.

KEY OUTCOMES:

- An effective, functional and contributing member of the ANSA team
- Keep ANSA records accurate, filed and up to date
- Maintain a positive, informative social media profile that aligns with Avondale's mission, values and ethos

TERM OF APPOINTMENT: For one academic year

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