

Position Description

Executive Assistant



Position Title:	Executive Assistant to Student Council
Location:	Melbourne Campus at Burwood (with occasional travel to Geelong & Warrnambool Campuses)
Core Hours:	Full time (36.75 hours per week)
Reports to:	Chief Executive Officer
Department:	Corporate Services

ROLE & OBJECTIVES

DUSA

DUSA is the Deakin University Student Association Inc. and is the Deakin student voice at university and in the broader community. DUSA covers all students whether they study off campus, are undergraduates, postgraduates or international students. DUSA's aim is to enhance the student experience at Deakin University.

DUSA is run by students, for students and is governed by an elected Student Council (Board of Directors). DUSA is an incorporated association independent from the University. DUSA works on behalf of students to ensure that student needs are paramount in all University decisions.

Position Summary

The Executive Assistant role reports to the CEO, however, works directly for the Student Council and Executive Committee. One of the primary responsibilities of this role is to ensure the organisation adheres to its governance regulations (the Constitution, General Regulations, Election Regulations and Electoral College Regulations) **and to ensure overall adherence** to good governance and meeting 'best practice'. The Executive Assistant must maintain familiarity and a good overall understanding of DUSA's Constitution and Regulations.

The Executive Assistant provides high level administrative support to the Student Council, Executive Committee and at times to the CEO and Managers. Responds to all enquiries received from Student Council or Student Representatives on any aspect of their roles and responsibilities, or on governance queries.

This role works closely with the DUSA President, General Secretary and CEO to provide support to ensure the effective running of the organisation, plus liaises on behalf of DUSA with the University and key stakeholders regarding key meetings, events, projects, governance and matters of strategic importance to the organisation. The key focus is to prepare meeting agendas, prepare documents and act as minute taker to assist in the chairing of key committees for the Student Council and the DUSA Executive Committee.

This position is also responsible for ensuring the annual student elections are organised effectively by adhering to the election regulations and being the direct liaison person with the election services company engaged to facilitate the elections and providing them with all reports and any other information required by them to effectively facilitate the elections. This also involves setting up all election information on the DUSA website prior to the elections, updating all elections forms and information, and engagement of an elections service company and electoral tribunal.

Key Relationships (Internal)

Position	Nature of Relationship
Chief Executive Officer	Direct report, with regular communication to update on status of deliverables.
President & General Secretary	Support with meeting best practice, organization and planning, projects and operational activities. Collaborate to achieve governance outcomes and board activities.
Student Council, Campus Coordinators and Student Representatives	Support and guidance regarding roles, governance processes and operational activities.

Accountabilities

- Provide high level executive assistance including but not limited to diary management, minute taking at meetings, training support, research and general assistance as required to the Student Council, Executive Committee and occasionally to the CEO & Management team;
- Ensure relevant information is provided in a timely manner to the Student Council, Executive Committee, President and General Secretary and that tasks arising from meetings are carried out as requested;
- Maintain and update DUSAs organisational governance documents (Constitution, General Regulations and Election Regulations);
- Ensure tasks and projects undertaken by Student Council and Campus Representatives adhere to DUSAs governance documents;
- Organise annual induction and governance training for Student Council;
- Act as main liaison person for annual elections ensuring election services company is provided with all relevant documents to facilitate the elections, and engagement for a Barrister to act as electoral tribunal;
- Schedule all Student Council and Executive Committee meetings and act as Minute Secretary ensuring adherence to meeting 'best practice'.

Key Results Areas

- Develop and maintain good working relationships with internal and external stakeholders (specifically, Student Council, Executive Committee, DUSA Management team and Senior University positions);
- Organize the Student Council and its Executive Sub-Committee including ongoing training and continuously improving processes;
- Coordinate the DUSA student elections each year to ensure a fair and transparent process, coordinating and planning required resources;
- Provide support to the Chief Executive Officer.

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Key Selection Criteria

- Previous experience working with a Board of Directors and senior Management including meeting minuting;
- Excellent organisational skills including demonstrated ability in organising and preparing information, reports, venues and people;
- Proven skills in clear, simple and reliable record-keeping and compliance with regulatory frameworks;
- High level of computer literacy, with a proven working knowledge and ability to use email, internet, and particularly the Microsoft suite of programs;
- Excellent interpersonal skills with the ability to liaise with people at all levels and co-ordinate and organise a multitude of people and tasks across multiple sites;
- Well developed oral and written communication skills;
- Great eye for detail, problem solving and lateral thinking skills;
- Enthusiastic, friendly and proactive approach to work;
- A current Victorian driver's licence.

Desirable

- An understanding of incorporated associations, the not-for-profit sector and/or higher education sector.