



Organisation Purpose

Deakin University Student Association (DUSA) was formed in 2001 with the amalgamation of five different student associations across all the Deakin campuses. DUSA is run by students, for students, and is independent from the University. We aim to provide students with the No1 University Experience by delivering programs and services that make a difference to Deakin students as they navigate through their time at university.

Position Details

Position title:	Partnerships Administrator
Department:	Corporate Services
Location:	Burwood
Reports to:	Corporate Partnerships Specialist
Supervises:	None
Classification:	Level 2.1
Last updated:	October 2025

Position Purpose

The purpose of this position is to:

- Provide project and administrative support to the Corporate Partnerships Specialist.
- Maintain strong relationships with DUSA's corporate partners through consistent administrative and marketing assistance.
- Enhance the success of DUSA's events and programs by providing support to deliver commercial and contra partnership commitments.

Key Responsibilities

Administrative Support
• Provide general administrative assistance, including preparing and maintaining documents, files, spreadsheets and reports. • Support Orientation Week and themed events by managing partner bookings, coordinating partner requirements, and assisting partners on-campus. • Deliver administrative support to implement on-campus and online partner benefits across multiple projects. • Coordinate the distribution of partner products across all campuses. • Communicate effectively with internal teams, volunteers, and external stakeholders.
Marketing and Communications
• Assist in preparing Corporate Partner post-event engagement reports by collecting social media and website analytics, photographs, and other relevant materials. • Liaise with partners to obtain assets for digital advertising campaigns and provide them to the Marketing team for use across DUSA's channels. • Contribute to the creation and uploading of content for DUSA's LinkedIn page.

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Position Scope

This position description is not intended to be all-inclusive. The employee may perform other related duties within their scope of capability as required to meet the on-going needs of the department and/or organisation. Employees may be required to work across all DUSA sites.

Key Selection Criteria

Knowledge / Skills
• An ability to provide administrative support to team members. • Excellent customer service skills. • Highly developed written and verbal communication skills. • Ability to adhere to processes and procedures. • Solution based approach to problem solving. • Demonstrated ability to learn and use cloud software – Monday, Google forms etc.
Experience / Qualifications
• Min 3 years' experience in an administrative role. • 1 years' experience in a marketing or sponsorship environment from a organisation or sporting club. • Intermediate knowledge of MS Office including outlook and MS Teams.
Key Personal Characteristics
• An interest and commitment to learning and contributing to a team. • Can do and flexible attitude. • Ability to engage with internal and external stakeholder. • Team player who can work autonomously.

Terms & Conditions

OH&S
DUSA adheres to all Occupational Health & Safety (OH&S) regulations as an Employer. As an employee you have an obligation to take reasonable care to ensure your safety and health at work and that of others in the work place. It is incumbent of you to meet all OH&S policies, rules and regulations.
Inherent requirements - Physical Demands
1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job 2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions 3. While performing the duties of this job, the employee is regularly required to sit, walk and stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear 4. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus, including use of a computer screen 5. The employee is required to stand for several hours at a time (1-3 hours) and walk distances around campus including up and down stairs

Position Description



6. The employee may be required to assist lift and/or move up to 15-20kg occasionally to move stock, products, event equipment
7. Bending down or reaching up to multi-level shelving, set up or pack down of events and public stands.

Capability Status

You will be required to meet the following:

- Current and satisfactory National Police Record Check.
- Working with Children Check.
- Current valid Victorian Driver's License. (desirable)

Position Description Acknowledgement Form

I have received, reviewed and fully understand this position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name

Employee Signature

Date