



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:	Student Engagement Intern
Department:	Student Engagement
Location:	1 X Burwood 1 X Geelong
Reports to:	Student Engagement Manager
Supervises:	None
Classification:	Level 1.1
Last updated:	November 2024

Position Purpose

The purpose of this position is to:

- Support the Student Engagement Team activities to ensure excellent customer service is delivered to all students.
- Support DUSA objectives by engaging, participating and suggesting engagement activities or projects for students
- Support students to actively participate in delivery of events, sporting or club activities through consultation & volunteer opportunities.
- Provide administrative support to the Student Engagement Team.

Key Responsibilities

Events and Student Engagement Activities
• Support the Events Team to deliver key events across campuses – inclusive of O’FEST, Themed Weeks and DUSA activations. • Event set up and breakdown for each key event and campaign. • Engage with and roster volunteers to events / activations. • Support and engage DUSA clubs with planning and communication around events and activations. • Support delivery of Free Food provision on Campuses. • Provide support to Sports team activations across campuses where required. • Support the engagement of student volunteers in all facets of event planning and delivery.
Marketing & Promotion
• Champion ideas for students using your knowledge of life on campus. • Assist with promotion of events, clubs and activities. • Take photos and capture events and activities for the Marketing Team to utilise on socials.

- Support the ongoing revision of Marketing plans related to Student Engagement initiatives.

Administration Support

- Provide administration support by maintaining timelines, minutes from meetings etc.
- Assist the Student Engagement Team to capture student relevant content for DUSA Marketing channels – Social, Website, Deakin Sync etc.
- Capture data for reporting – events-based evaluation and feedback.
- Work and liaise with staff, external clients and stakeholders on a variety of projects as required.

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

- Understanding of Event management administration tasks.
- Ability to take direction and feedback.
- Demonstrated experience in working autonomously and collaboratively as part of a team.
- Demonstrated experience in undertaking multiple activities simultaneously to tight deadlines.
- Proficient in Microsoft Word, PowerPoint, Excel, MS Teams and SharePoint.
- Demonstrated ability to work with volunteers to deliver events and experiences for participants.
- Highly organised.
- Adaptable and versatile.

Experience / Qualifications

- Minimum, Second year Deakin University Student of a Business, Marketing or Event Management Degree or related field (Events, Marketing, Sports Management)
- Minimum 1 years' experience working in food service, event planning, marketing and / or customer service environment.
- Safe Food Handling certification (desirable).
- First Aid (desirable).

Key Personal Characteristics

- Positive team player.
- Collaborative, patient, respectful, polite and positive.
- Strong knowledge of Deakin University Student Association and Deakin University.
- Desire to learn.

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

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
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 valid Working with Children Check (essential)
- Current and satisfactory National Police Record Check (paid for by DUSA)
- 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