

Position Description

Secretary Assistant



POSITION IDENTIFICATION

Position Title	Secretary Assistant
Reports to	Secretary
Location	Flinders University, Bedford Park (LWCM 2.41)
Last Updated	January, 2020

ABOUT FBSA

Flinders Business Students' Association (FBSA) is an association that supports students at Flinders University studying Business Courses, as well as those who have an interest in the field. Our aim is to provide students with opportunities to develop themselves both professionally and socially. This is achieved by delivering social, networking and professional events throughout the academic year, and inviting new and returning student's opportunities to be an active part of the association.

POSITION SUMMARY

FBSA's Secretary Assistant Officer will collaborate with the association's Secretary to assist with the documentation and communication of association activities. Under the supervision of the Secretary, the Secretary Assistant is responsible for creating FBSA marketing material and assisting with running FBSA social media platforms, including the FBSA website, Facebook, LinkedIn and Instagram. Additionally, they may assist with creating new merchandise for the association (such as hoodies, t-shirts etc).

The position offers a unique opportunity to gain experience within all aspects of marketing, while also connecting with campus life to provide a balanced, positive and memorable university experience.

1. REQUIREMENTS

- Attend Office hours (minimum 2 hours per week)
- Respond to all FBSA committee communications
- Attend scheduled team meetings
- Attend FBSA events
- Varied time commitment

2. DUTIES AND RESPONSIBILITIES

- **Representation:** Must uphold and exemplify FBSA mission, vision and values at all times while acting in an FBSA capacity. They are expected to foster and uphold positive working culture within their team and wider FBSA committee.
- **Advertisement/Marketing:** Assist with creating marketing material on behalf of FBSA for items that fall outside the categories of the Social and Wellbeing, Education and Professional Development (WEP) teams. This includes but not limited to events run by the College Government, Business and Law, job opportunities, sponsorship promotions.
- **Record keeping:** Assist the Secretary with sorting records in the office and online on Google Drive, including the event reports, the constitution, meeting agendas and minutes.
- **Office hours:** Assist with creating and circulating a roster for staffing the association office. Must keep records and be aware of committee member absenteeism from office hours.
- **Meetings:** Should the Secretary be absent, the Secretary Assistant must fulfill the role of the Secretary. This includes recording the meeting minutes, having a copy of the meeting agenda items and noting absences from association members.
- **Planning:** Assist with developing creative and innovative marketing campaigns.
- **Platform Portfolio:** Assist with managing the following social media platforms: Facebook, Instagram and LinkedIn.
- **Programs:** Must use programs including Qpay, Trello and Google Calendar. Other design programs which may be asked to use include Adobe Suite and Canva.
- **Merchandise:** Assist with designing and creating new FBSA merchandise, which could include t-shirts, stationary etc.

3. SELECTION CRITERIA

3.1 ESSENTIAL

- Excellent communication and interpersonal skills (both verbal and written)
- Excellent organisation, time management, and multi-tasking skills
- Pays strong attention to detail
- Ability to work collaboratively as a team player
- Ability to prioritise tasks and work well within deadline restrictions

3.2 DESIRABLE

- A student of Flinders University studying a Business or Commerce degree
- Volunteer experience / admin experience

3.3 PERSONAL ATTRIBUTES

- A positive, enthusiastic and can-do attitude

- Both professional and social
- Creative and innovative
- Shows initiative
- Honest and reliable
- Passion and/or interest in marketing
- Willing to learn, put in time, and have fun