

Advocacy Support Assistant

Position description

Employer	Monash Graduate Association Inc
Level/Classification	HEW 2
Employment Type	MGA Graduate Student Casual 5-10 hours per week
Work Location	Caulfield and Clayton campus
Date document created/updated	November 2025

Organisational context

The Monash Graduate Association Inc. (MGA) is an independent incorporated body that is responsible for, and answerable to, the Monash University graduate student community, as represented by the MGA Executive Committee (MGAEC). The MGA is the cross-campus representative body for all graduate students enrolled through Monash University and is recognised as such by Monash University in the University's Regulations. Services and support are provided to over 35,000 graduates across the Victorian campuses of Caulfield, Clayton, Parkville and Peninsula.

The MGA provides services and support to graduates studying by distance education, as well as off-campus graduates located at the Alfred Hospital complex, Monash Medical Centre and over 40 other government, medical and private organisations within Victoria. The MGA also provides limited support to graduates enrolled through the Monash Malaysia campus.

The MGA runs two full-time offices; one located at Clayton campus and one office at Caulfield campus. Regular office/advocacy sessions are scheduled for the smaller sites. Services provided to graduate students include advice and advocacy, representation, social events, academic support in the form of workshops and seminars, orientation and transition, information dissemination in the form of graduate-specific publications and website, policy development and quality assurance.

The MGAEC is the representative and governing body of the MGA. The Executive Officer of the MGA works closely with the MGA President and reports directly to the MGAEC. The management of all staff and operations of the MGA is the responsibility of the Executive Officer.

Why our staff work with us



Position purpose

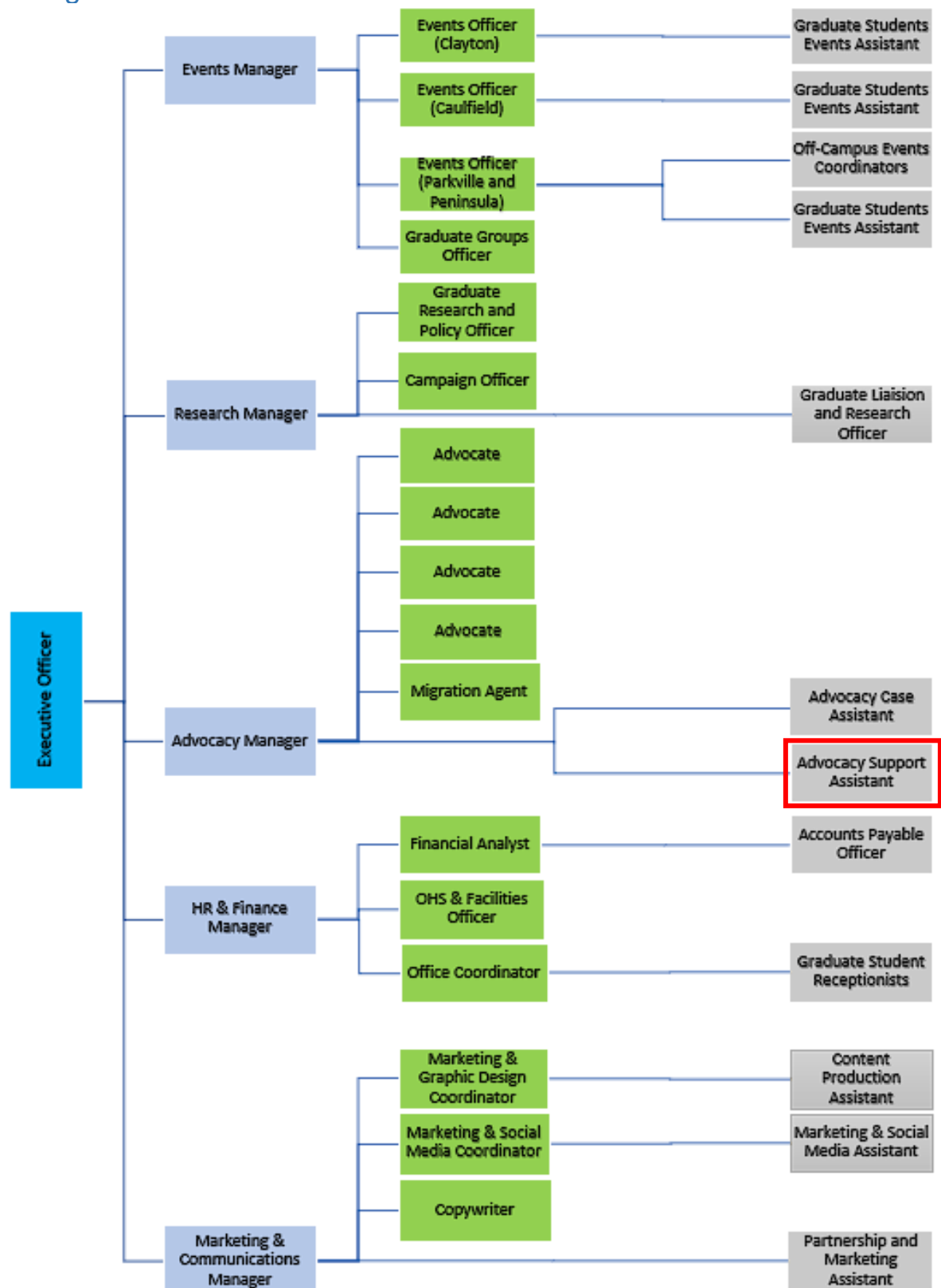
Under the direction of the Advocacy Manager and working closely with the Advocates, the Advocacy Support Assistant provides essential administrative support to the Advocacy team. The role is responsible for managing digital files, preparing documents in the required formats, and uploading and organising confidential case materials in the Advocacy CRM through tasks such as sorting, scanning, collating, and data entry. The scope of the position also includes promoting the MGA advocacy services where relevant.

- **Reporting line:** The Advocacy Support Assistant will report to the Advocacy Manager.
- **Level of supervision:** close supervision to routine supervision.
- **Financial delegation and /or budget responsibilities:** Not applicable.
- **Contribution to UN Sustainable Development Goal Targets:**

- 1.2, 1.4
- 2.1
- 4.3
- 10.2
- 12.5
- 16.3, 16b



Staff organisational chart



Version: Dec 2025

Key result areas and responsibility

- Downloading, copying, and sorting emails and digital files for archiving and filing
- Data entry and uploading of files to relevant data management system, ensuring accuracy and timeliness
- Attend events and visit Monash campuses and off-site locations as directed, to promote the MGA Advocacy service.
- Other basic administrative and support tasks as required

Selection criteria

Essential

1. Currently enrolled in a Monash University graduate degree in any field.
2. Strong appreciation and consideration of privacy principles and confidentiality.
3. Experience with basic IT functions and information organisation, such as printing, creating PDFs, and downloading files.
4. Strong attention to detail.
5. Demonstrated ability to follow standard instructions and procedures, and to solve simple problems
6. Demonstrated organisational and time management skills, including the ability to set priorities and perform well in an effective and efficient manner.
7. Good communication skills and the ability to work effectively in a team.

Desirable

- Previous administrative experience.
- Demonstrated to work independently on routine and structured tasks.

Other job-related information

- Work from home and flexibility can be accommodated as required.
- Duties can be carried out during office hours on any day and hours can be split across a number of days.

Legal compliance

All staff employed by the MGA must be aware of and adhere to state and federal legislation and MGA policy relevant to the duties undertaken including in the areas of: Equal Opportunity; Discrimination; Occupational Health and Safety; Privacy; and Finance.