

Graduate Student Events Assistant

Position description

Employer	Monash Graduate Association Inc
Level/Classification	HEW 2
Employment Type	Graduate student casual position 5-10 hours per week
Work Location	Monash University
Date document created/updated	Aug 2021/Nov 2024

Organisational context

The Monash Graduate Association (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 through the University Regulations.

Services and support are provided to over 30,000 graduates across the Victorian campuses of Caulfield, Clayton, Parkville and Peninsula. The MGA also supports graduates studying by distance education mode, as well as off-campus graduates located at the AMREP complex, Monash Medical Centre and over 40 other government, medical and private organizations within Victoria. The MGA provides limited support to graduates enrolled through the Monash Malaysia campus.

The MGA runs two full-time offices; one office located at Clayton campus and another office at Caulfield campus. Regular office/advocacy sessions are scheduled for the smaller sites. Services provided to graduates 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 Association is the responsibility of the Executive Officer.

Why our staff work with us



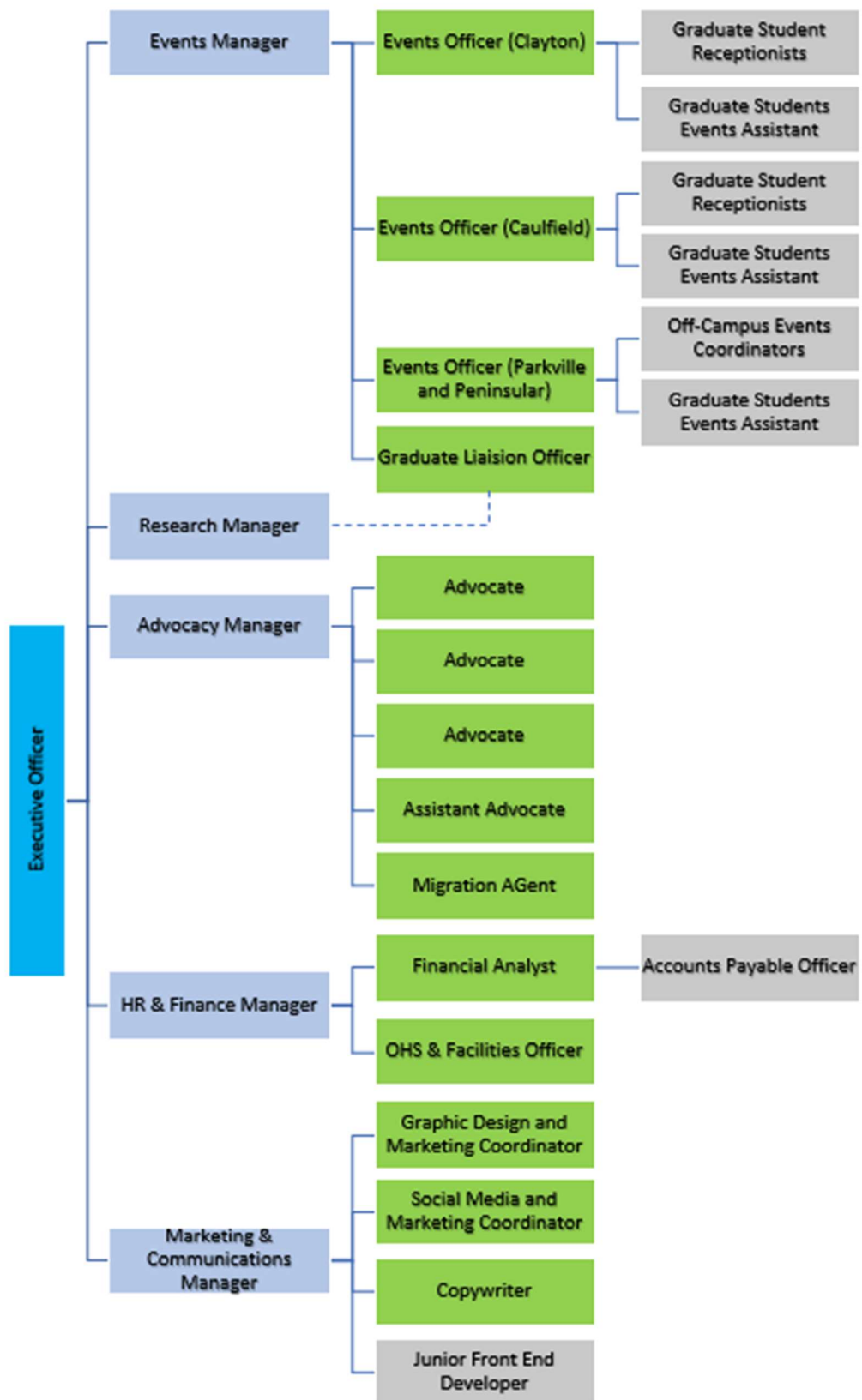
Position purpose

This position has been created as part of the MGA's graduate employment program. The position is open only to graduate students currently enrolled at Monash University Australia.

The Graduate Student Events Assistant will work under the direction of the Events Manager and will assist in the delivery of MGA events.

- **Reporting line:** The Graduate Student Events Assistant will report to the Events Officer.
- **Supervision level:** Close supervision
- **Financial delegation and /or budget responsibilities:** Not applicable.

Staff organisational chart



Version: Dec 2024

Key result areas and responsibility

- Assisting with the running of on-campus events such as weekly coffee clubs, free lunches, DIY series, Pop-up Grocer. Task may include setting up venues for events, serving food and drinks and packing up at the conclusion of events.
- Adhering to event safety standards.
- Assisting with monitoring of the MGA Events email account and responding to relevant enquiries in a timely manner.
- Assisting with the promotion of MGA services and events.
- Referring graduate students to the required MGA services or staff.
- Other duties as directed.

Selection criteria

Essential

1. Understanding of student experiences.
2. Good communication skills.
3. Demonstrated organisational and time management skills.

Desirable

1. Previous experience setting-up and running events.
2. Valid Australian Drivers Licence.

Other job-related information

- The position is based on the delivery of events. Outside of semester and during low delivery times shifts may not be available.

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.