

Events Officer - Clayton

Position description

Employer	Monash Graduate Association
Level/Classification	HEW 4
Employment Type	Full-time 12 months fixed-term contract with potential to extend
Work Location	Clayton campus
Date document created/updated	May 2024/ March 2026

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 Events Manager, the Events Officer (Clayton) supports the coordination and delivery of MGA events and engagement activities for graduate students based at Clayton campus, in accordance with established MGA procedures, timelines and frameworks. As Monash University Clayton campus is home to the majority of graduate students, this role contributes to the consistent delivery of a high volume of established and recurring engagement activities that support MGA's campus presence.

The role contributes to the operational planning, logistics and on-site delivery of orientation activities, social events, welfare activations and academic support sessions and other recurring engagement initiatives designed to strengthen graduate student connection and participation on campus.

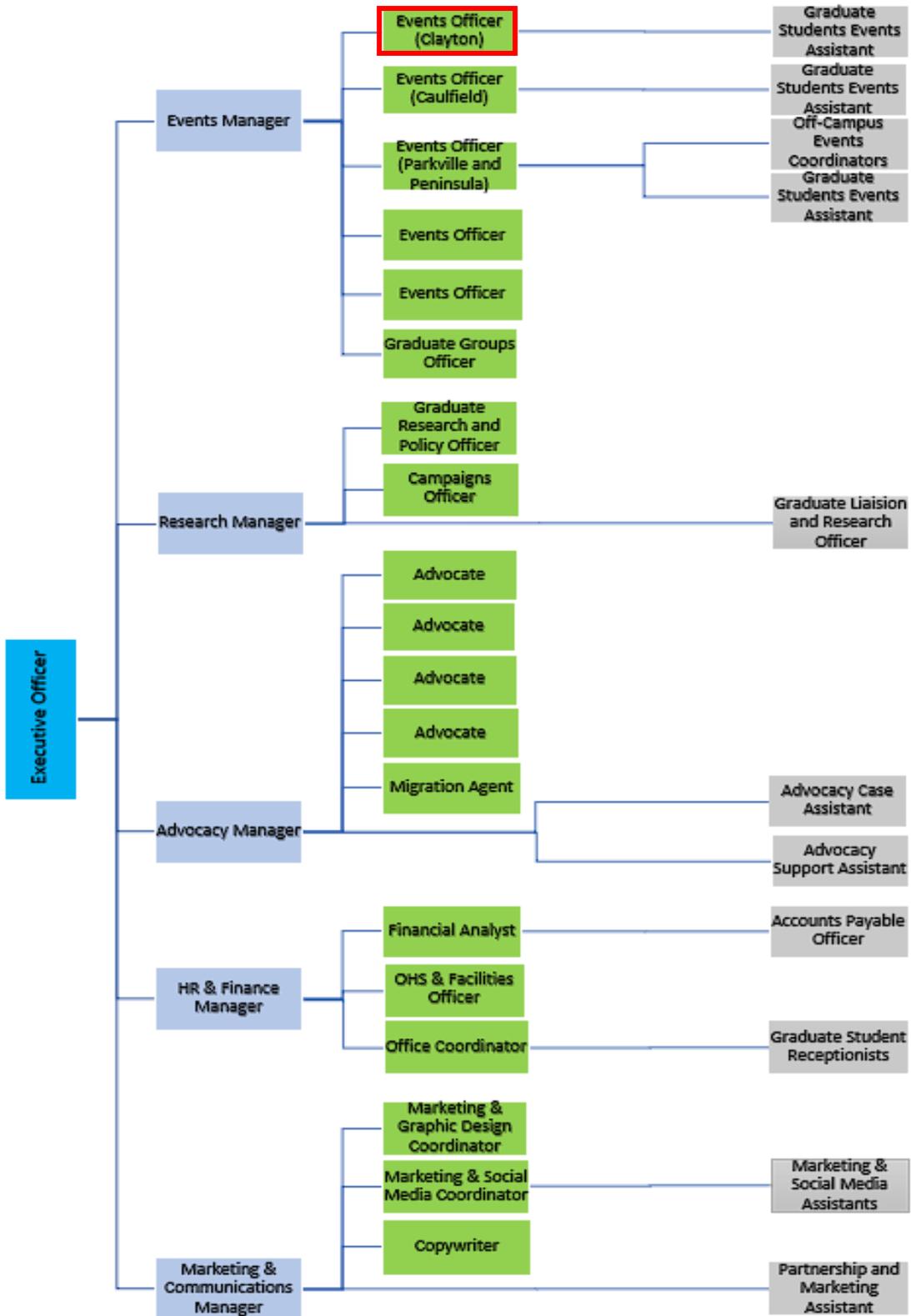
The Events Officer represents MGA at student-facing activities and works collaboratively with internal teams, vendors and University stakeholders to support consistent and effective implementation of MGA programs.

This is a 12 months fixed-term role that may continue beyond the first 12 months.

- **Reporting line:** The Events Officer will report to the Events Manager.
- **Level of supervision:** Routine supervision to general direction
- **Supervisory responsibilities:** Graduate Student Events Assistances as needed.
- **Financial delegation and /or budget responsibilities:** None.
- **Contribution to UN Sustainable Development Goal Targets:**
 - 1.2, 1.4
 - 2.1, 2.2
 - 3.4
 - 4.4
 - 8.4
 - 10.2
 - 12.3, 12.5, 12.8
 - 14.1



Staff organisational chart



Key result areas and responsibility

MGA Clayton Campus Programs

- Assist with the coordination and delivery of regular and recurring Clayton-based events including orientation activities, weekly socials, welfare activations and other graduate student focused programs and events in accordance with approved event frameworks and procedures.
- Coordinate logistics such as vendor communication, venue arrangements, catering, event materials, and prepare detailed run-sheets.
- Prepare the Event Risk Management Plans for events using existing templates, ensuring risk are identified and escalated to the Event Manager when required.
- Provide directions to volunteers at events. This includes assigning roles and responsibilities, providing guidance and support, and ensuring volunteers are adequately briefed on event details and procedures.
- Maintain accurate event documentation such as vendor records, event files, logistics schedules and post-event evaluations.
- Assist with collecting attendance and participation data and contribute to post-event reporting.
- Ensure all events are delivered in accordance with MGA policies, safety requirements and relevant legislative frameworks.

Student & Stakeholder Engagement

- Represent MGA at student-facing events and provide accurate information about MGA services.
- Attend relevant University meetings as required to support event delivery.
- Engage directly with graduate students during events and activations to foster a welcoming MGA presence, encourage participation and strengthen connection to the graduate student community.

Events Team Support

- Provide operational and on-site support to the broader MGA events portfolio when required, including cross-campus programs and major events.
- Contribute to collaborative planning and team workflows within the Events team, supporting a coordinated and efficient approach to event delivery.
- Maintain flexibility to support shifting operational priorities across campuses as directed by the Events Manager.
- Provide operational and logistical support to MGAEC-led engagement activities as directed by the Events Manager.

Other duties and responsibilities as directed.

Key Selection Criteria

Essential

1. Experience in student support, engagement or related administrative roles, or a suitable combination of training and experience relevant to the position.
2. Sound organisational and time-management skills, with the ability to follow established procedures, manage routine tasks and meet deadlines.
3. Well-developed interpersonal and communication skills, with the ability to interact effectively and courteously with students, volunteers, staff and external stakeholders.
4. Ability to work independently on day-to-day tasks, using judgement to address routine matters and escalating non-standard issues in line with established guidelines.
5. Demonstrated ability to work cooperatively within a team, remain adaptable, and perform effectively during busy periods or when under pressure.
6. Strong attention to detail and accuracy in administrative work, supported by proficiency in MS Office, Google Suite, databases and other standard applications.

Desirable

1. Experience coordinating events or outreach activities within a tertiary education setting.
2. Knowledge of Australian universities and/or the not-for-profit sector.
3. Basic understanding of event risk management or safety considerations.
4. Experience or familiarity with the needs of the graduate student community.

Other job-related information

1. The incumbent will be expected to assist in other areas of MGA service delivery during peak periods.
2. Some out-of-hours work may be required.

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.