

Position Title	Student Communities Coordinator
Group/Portfolio	DVC Education / Student Life
Classification	HEW 6
Position Number	00053867
Reports To	Student Associations Operational Manager
Employment Type	Continuing

1.0 Position Purpose

Student Associations aims to provide a university experience that keeps students at its heart. Led by students, Student Associations provides a range of activities and support services across Griffith University's Northern & Digital campuses. Championing the student voice, creating inclusive and welcoming student communities, promoting student wellbeing, providing opportunities for students to develop leadership skills and supporting the diverse needs of the student population are key objectives.

The Student Communities Coordinator leads the coordination and operational delivery of the Clubs program, champions equity and inclusion by supporting Student Collectives, and supports Student Associations to respond to current and emerging student needs through the planning and delivery of events, projects and programs developed in consultation with students and the Student Associations Operational Manager.

2.0 Eligibility Requirements

- The occupant of this position will hold a degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education.
- Current Blue Card, First Aid and CPR Certificate.

3.0 Key Responsibilities

- Manage and coordinate the operational delivery and administration of the Clubs at Griffith program including budgets, financial administration, annual club registrations, club governance and procedures in accordance with Student Services and Amenities Fee regulations and University guidelines including risk assessments.
- Lead the conceptualisation and delivery of an annual leadership training and professional development program for non-sporting clubs and societies, collaborating with the Manager, Student Associations Governance to ensure consistency with Student Associations overall student leadership and development strategy.

- Champion equity and inclusion by ensuring systemically marginalised student communities are supported through Student Collectives to enable meaningful participation and representation in the Clubs at Griffith program.
- Coordinate the delivery of consultation, co-design, data collection, and reporting to ensure the Clubs at Griffith program remains responsive to current and emerging student needs.
- Manage the performance and professional development of the Clubs Officer and relevant casual staff.
- Oversee the planning and delivery of student-facing events, programs and projects aimed at increasing engagement with the Clubs at Griffith program.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).