

Position Title	Clubs Officer
Group/Portfolio	Campus Life/Sport and Activities
Classification	HEW 4
Position Number	00062896
Reports To	Student Communities Coordinator
Employment Type	Part-Time

1.0 Position Purpose

The Office of Campus Life is responsible for the planning, construction and on-going operation of the University's built environment and grounds. The Office also provides a range of ancillary and support services that encourage student engagement and provide essential amenities to staff, students and visitors of the university.

Student Associations provide a range of activities and support services for students on each of the Brisbane, Logan & Digital campuses. Promoting active and healthy student communities, creating opportunities for social interaction, providing avenues for students to develop leadership skills, and supporting the diverse needs of the student population are key objectives.

The Clubs Officer assists the Student Communities Coordinator to administer the annual Clubs program, as well as supporting 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.

2.0 Eligibility Requirements

- The occupant of this position will hold an associate diploma level qualification with subsequent relevant experience, or an equivalent combination of relevant skills, knowledge, and experience.
- The occupant will be required to provide evidence of additional mandatory professional registrations/qualifications relevant to the position as determined by the local work area (eg Current Qld Blue Card, Current CPR/First Aid Certificate, Drivers Licence).

3.0 Key Responsibilities

- Provide frontline support to non-sporting Clubs on a day-to-day basis by responding to student and general enquiries or directing them as appropriate.
- Assist the Student Communities Coordinator with the administrative

requirements of affiliated Clubs and Societies, ensuring the delivery of high-quality programs.

- Assist in the development and implementation of the student associations' online engagement system, and the provision of training to club committees.
- Other duties as directed by the Student Communities Coordinator, that are commensurate with the expectations of the role, which contribute to the overall objectives of the work unit.
- Ensure 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 Self/Others section of our [Capability Development Framework](#).