

Position Title	Material Aid Coordinator
Group/Portfolio	Deputy Vice Chancellor (Education), Student Engagement and Success
Classification	HEW Level 6
Position Number	00054106
Reports To	Advocacy and Engagement Coordinator
Employment Type	Fixed Term

1.0 Position Purpose

Student Associations Material Aid programs aim to enhance the student experience through reducing the barriers to personal and educational success caused by cost-of-living pressures. The Material Aid Coordinator, in partnership with students, will be responsible for coordinating a suite of programs that deliver everyday essentials (including food, personal care items, and household items) to students across the Brisbane, Logan, and Digital campuses.

2.0 Eligibility Requirements

- Completion of a degree qualification in Social Work, Human Services, Community Development or a related field, or an equivalent combination of relevant experience and/or education and training.
- Current Blue Card
- Current open C class drivers' licence

3.0 Key Responsibilities

- Coordinate a schedule of office-based and market-style events focused on providing students with material aid assistance while maintaining a flexible approach to engage students and be responsive to their needs.
- Develop and maintain strong relationships with local organisations, food relief providers, food suppliers, and other relevant stakeholders in order to leverage opportunities for expanding the reach and impact of Student Associations material aid programs and build sustainable solutions to meet the needs of future students.
- Engage in continuous improvement to ensure material aid programs remain responsive to student needs by monitoring and improving student feedback systems, analysing student insights and trends, and preparing reports and proposals for relevant stakeholders including students, student leaders, and University executive.

- Coordinate and operationalise the administrative and logistical components of Student Associations material aid programs and annual merchandise distribution. This includes purchasing goods, maintaining comprehensive administrative and financial records, and monitoring and moving stock across multiple sites.
- May supervise staff and manage workflow of a team, including providing on the job training and advice to new staff.
- Support and promote 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 section of our [Capability Development Framework](#).