

POSITION DESCRIPTION



Events Assistant



Position Title	Events Assistant
Classification	Level 4
Position Number	7004368
School/Office	Office of Future Students, Marketing & Communications
Division	Division of Western Sydney & External Engagement

POSITION PURPOSE

The Events Assistant provides administrative and operational support to the Events team, assisting in the planning, coordination, and delivery of events and programs. This includes liaising with clients and stakeholders, preparing documentation, managing event logistics, and ensuring activities are delivered on time, on brand, and to a high standard.

KEY ACCOUNTABILITIES

- Provide administrative support to the Events team, including stakeholder liaison, assistance with project management, and preparation of event documentation and reports.
- Support the delivery of events and program activities, ensuring quality, timeliness, and brand consistency.
- Collaborate with other Marketing team units to provide required information and assets for event delivery.
- Liaise with external stakeholders as directed to support event coordination.
- Maintain high levels of professional service when responding to stakeholder requests and enquiries.
- Undertake general administrative tasks such as inventory management, invoice processing, and correspondence handling.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Relevant degree in marketing, events, communications, or related discipline, or equivalent relevant experience.
- High-level computer literacy, including experience in word processing, spreadsheets, and data processing.
- Strong organisational, time management, and prioritisation skills.
- Well-developed written and verbal communication skills.
- Ability to work independently or as part of a team.
- Experience in event planning and/or marketing support.

KEY RELATIONSHIPS

- **This position reports to:** Events Coordinator
- **This position supervises:** Nil
- **Key internal relationships:**
 - Manager, Events
 - Events Coordinators
 - Director, Marketing
 - Staff across the Marketing team
 - Staff across schools, faculties and divisional units
- **Key external relationships:**
 - External event service providers

CHALLENGES

- Managing multiple tasks and deadlines in a busy events environment
- Maintaining quality and professionalism under time pressures
- Balancing stakeholder expectations with available resources

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: