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| **Position Title** | Events Coordinator |
| **Group/Portfolio** | Campus Life |
| **Classification** | HEW 5 |
| **Position Number** | 00061798 |
| **Reports To** | Event Manager |
| **Employment Type** | Fixed term |

## 1.0 Position Purpose

## The Events Coordinator is responsible for providing support and assistance for the planning, coordination, execution and review of Griffith Sport Events, Programs and Activities. These events primarily target the engagement of current students, as well as staff, prospective students and the local community. The Events Coordinator is also responsible for supervising casual employees as well as event staff and volunteers.

## 2.0 Eligibility Requirements

* + - The occupant of this position will hold Bachelor level qualifications in Sport and/or Event Management combined with relevant experience working in a tertiary environment and/or the sport and recreation industry, or an equivalent combination of relevant skills, knowledge and experience.

## 3.0 Key Responsibilities

* + - Provide high level event administration and logistical support to the Event Manager to ensure the smooth and effective operation of the overall Campus life event portfolio (approx. 70 events annually) with particular focus on the on-campus events and market days.
    - Act as the frontline point of contact on event days and respond to any student and general enquiries, and escalate as required.
    - Assist the Event Manager with data collection, preparation of proposals and reports in relation to activities and events, as well as maintaining financial systems to monitor and assess expenditure.
    - Coordinate and supervise the roles of casual event staff throughout the organisation and delivery of events, as well as manage the Griffith Sport Event Leaders Volunteer program including all recruitment, training, performance management and organisation.
    - Provide extensive sport event management support for Griffith Sport’s major community events such as Griffith Sport Toohey Trail Run and Griffith Sport Logan Fun.
    - Support the Event Manager and Griffith Sport Marketing & Communications Coordinator in the development and delivery of creative and relevant promotional material and messages across a range of platforms including print, web, and social media.
    - Assist with the development and implementation of administrative systems and procedures that effectively support activities and events.
    - 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 Self section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).