

# Position Description – Corporate Services Assistant

<b>Position Title:</b>	Corporate Services Assistant
<b>Area:</b>	Corporate Services
<b>Supervisor:</b>	Manager, Corporate Services
<b>Number of positions that report to this role:</b>	None
<b>Hours:</b>	Casual hours. The successful candidate must be able to work full-time during January 2018, with varying casual hours at other times of the year (likely to be 8-15 hours per week).
<b>Terms:</b>	Casual position
<b>Salary range:</b>	\$25/hour, plus 9.5% superannuation
<b>Location:</b>	NYSF office, 56 Mills Road, The Australian National University, Canberra. Occasional interstate and/or international travel may be required to support NYSF programs.
<b>Closing date:</b>	Wednesday 27 June 2018

## About the National Youth Science Forum

The National Youth Science Forum (NYSF), is a national not for profit organisation with a strong reputation and rich history operating for over thirty years, gaining significant recognition for its role in positively influencing students in the pursuit of study, employment and professional development in science related areas.

The NYSF offers a diverse suite of programs designed to empower young people through engaging them in science, technology, engineering and maths (STEM) activities. We build on their enthusiasm for science to develop, encourage and support their ambition to study and seek employment opportunities within the fields of science, engineering and technology.

The NYSF enjoys a high level of engagement in the Australian community receiving support from a significant number of funding partners, including its founding partner, Rotary. The NYSF also works with a wide range of academic institutions, private sector companies and government organisations as well as individual subject matter experts and volunteers.

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Acton ACT 2601

[nysf.edu.au](http://nysf.edu.au)



## About the Team

We currently have 11 full time employees. We also engage casual staff during times of surge in our workload, particularly to support the delivery of the NYSF Year 12 Program. The NYSF is supported by an active and highly regarded Board, with each member selected for their formal expertise and outstanding achievements. To assist us to deliver our diverse programs we have separated our responsibilities into three key areas: Programs, Corporate Services, External Relations.

Our office is located on campus at The Australian National University.

## About the Corporate Services Assistant Role

Working in a small team, the Corporate Services Assistant will report to the Manager, Corporate Services to support the NYSF's corporate responsibilities, including assisting with administrative and programmatic tasks. We're looking for someone who is self-motivated and organised, and able to manage competing priorities.

There will be a mix of administrative, computer-based work, as well as more hands-on, events coordination activities (making name badges, collating publications, unpacking deliveries etc.).

We may use this recruitment round to create a merit list for future opportunities at the NYSF.

## Duties

Under the general direction of the Manager, Corporate Services, the Corporate Services Assistant will:

- Provide administrative and programmatic support to the Manager, Corporate Services and other members of the NYSF team, as required.
- Support the finance, HR, and office management responsibilities of the Corporate Services team.
- Liaise with a range of stakeholders by phone, email and in person, including program participants, parents, members of Rotary, volunteers, and representatives from our program providers and partners.
- Provide administrative and/or event-based support that may be outside of standard business hours, including on weekends.
- Comply with all NYSF policies and procedures.
- Other duties as directed, consistent with the experience and level of the position.

## Selection Criteria

Essential:

1. Progress towards a tertiary qualification in any discipline; preference will be given to applicants who are currently studying at a Canberra institution.
2. Experience in administration and/or corporate support roles.
3. Demonstrated ability to work independently with minimal supervision, and as part of a small team.
4. Demonstrated good time management skills and the ability to prioritise tasks and work to tight
5. deadlines.
6. Proficiency in the use of computer-based applications including Microsoft Office programs and online cloud-based platforms such as Dropbox, Eventbrite and SurveyMonkey. Experience in using

Salesforce or other customer relationship management (CRM) systems or similar databases would be highly valued.

7. A current ACT Working with Vulnerable People registration, or the ability to obtain registration before commencing in the position.

Desirable:

1. Experience working in non-profit organisations.
2. Alumnus of an NYSF Program.
3. Current first aid certificate.

## How to Apply

If you have questions about the role, contact Melanie Tacey, Manager, Corporate Services at the NYSF, on (02) 6125 2777 or [melanie@nysf.edu.au](mailto:melanie@nysf.edu.au).

To apply, please submit your resume, cover letter, and a statement addressing the selection criteria (two pages maximum) to [melanie@nysf.edu.au](mailto:melanie@nysf.edu.au) by 12:59PM AEDST on Wednesday 27 June 2018. Please note that Melanie Tacey will be on leave from 18-22 June, and will respond to any applications and enquiries on her return.