EMPLOYMENT OPPORTUNITY: RECEPTION AND EVENTS ASSISTANT

The University of Divinity seeks to recruit a Reception and Events Assistant for immediate commencement. This is a full-time, ongoing position within the Office of the Vice-Chancellor, at the University’s main campus in Box Hill, Victoria.

APPLICATIONS

Closing date for applications: Monday 24 July 2023

Applications must include: A cover letter addressing the selection criteria
A curriculum vitae
Contact details for three referees

Send applications electronically to: Meg Nelson, Operations Manager
mnelson@divinity.edu.au

The University of Divinity
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Australia
(03) 9853 3177

www.divinity.edu.au
About the University
The University of Divinity delivers education and research in theology, philosophy, spirituality, counselling, and a range of related areas, and for over one hundred years has prepared its graduates for ministry, leadership and community service.

The University is regularly ranked by students as the top University in Australia for student satisfaction and learner engagement, reflecting the high quality of its curriculum and the dedication of staff to working with small classes.

The University operates across Australia and works in partnership with its Colleges and Schools, and over thirty churches, religious orders and associated organisations in a unique ecumenical enterprise.

The University’s purpose is to excel in education, engagement, and research in religious beliefs and spiritual practices and their contemporary application. The University’s aim is to enable our graduates and partners to serve the common good and to be agents of transformation in the world.

For more information, please see www.divinity.edu.au.

About the Office of the Vice-Chancellor
The Office of the Vice-Chancellor (OVC) provides shared services to the University’s staff and students and to the University’s Council, Academic Board, Schools and Colleges in the areas of finance, governance, information technology, operations, and student services. The OVC is located at St Paschal’s Estate, 90 Albion Road, Box Hill, Victoria.

The Operations Team in the OVC is led by the Operations Manager and includes the Reception and Events Assistant. The team resources the preparation and delivery of events, public-facing websites, and internal communications of the University, administrative and marketing support to University projects, and facilitates the day-to-day building and tenancy management of the St Paschal’s Precinct.
RECEPTION AND EVENTS ASSISTANT

POSITION DESCRIPTION

The Reception and Events Assistant provides operational and administrative support to the Operations Manager including reception, hospitality and event services, and communications.

1. **Responsibilities**
   1.1 Provide a welcoming reception for visitors to the University of Divinity, including students, staff and tenants of the St Paschal’s Precinct.
   1.2 Be the first contact for general phone and email enquiries to the University.
   1.3 Maintain an attendance register for staff and visitors.
   1.4 Implement hospitality and venue set-up requirements for meetings and events held at St Paschal’s.
   1.5 Order office supplies and hospitality provisions as directed within budget.
   1.6 Administer venue bookings and assist with coordination of internal and external events, including Graduations.
   1.7 Coordinate events and communication to the alumni network.
   1.8 Review and publish articles and events to the University’s Vox website.
   1.9 Assist with the preparation of University marketing and communications materials, including print, online and social media content.
   1.10 Undertake any other tasks as reasonably directed by the Operations Manager.

2. **Working relationships**
   The Reception and Events Assistant:
   a) Reports to the Operations Manager
   b) Is a member of Operations team
   c) Works with University staff, students and tenants based at St Paschal’s site
   d) Liaises with suppliers, vendors and contractors

3. **Selection criteria:**
   3.1 Outstanding verbal and written communication
   3.2 Excellent time-management, prioritisation, and organisation
   3.3 Strong attention to detail and accuracy
   3.4 Strong computer and typing skills, with knowledge of Microsoft office products and diaries
   3.5 Ability to work consistently when supervised or unsupervised
   3.6 Experience in planning events, hospitality or customer service
   3.7 Experience in theological education – *highly desirable*
   3.8 Familiarity using WordPress content management system and social media – *desirable*
   3.9 Familiarity using design software including Adobe suite of products, especially InDesign, Illustrator and Rush – *desirable*

4. **Condition of employment**
   The Reception and Events Assistant position is required to work onsite due to the nature of the role. Flexible working arrangements do not apply to this position.

5. **Key performance indicators**
   Ongoing and annual KPIs will be negotiated with the successful candidate.

6. **Terms and conditions**
The position of Reception and Events Assistant is a full-time ongoing appointment subject to completion of a six-month probationary period and satisfactory performance. The position will be remunerated under the Higher Education Industry - General Staff award on the University's salary scale at HEW 3.1 ($63,861.78 effective from 1 January 2023), plus 11% superannuation and 17.5% annual leave loading.