

Student Project Job Description



Project Title	AUSA Activities Development Support
Job Title (hours)	Activities Development Intern (ADI) (20 hours)
Duration	April to end of October
Responsible to	Activities Development Manager
Job Summary	To assist the delivery of a goals-oriented approach to the delivery of Student Activities including assisting in the administration of a new grant as well as support in development projects.
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • Support in the development, administration, and communication of the new sport COVID relief fund • Support Activities Team in the planning, delivery and communication of development workshops that will aid in the support of Student Activities • Working with Student Activities Team to help further determine the support required in student activities to better support wellbeing and inclusivity • Help support the Activities Team review training and communication documents that need to be updated as we move out of the pandemic.
Skills, knowledge and experience in desired applicant	<ul style="list-style-type: none"> • Basic understanding of student activities at AUSA • Strong creative skills and a keen eye for detail • Good written and oral communication skills • Energy, enthusiasm and teamworking skills • Commitment to inclusivity and diversity • Desire to support and improve student activities on campus
Skills, knowledge and experience as a result of this project	<ul style="list-style-type: none"> • Understanding of planning and execution of strategic/goals-based projects and campaigns • Working in online and office environment • Good understanding of processes and their communication • Team working • Understanding the application of research in real world services

Impacts of project

Feeding into AUSA Primary Strategic objectives:

- Ensure that all students have opportunities to participate and come together in a structured way
- Every student shall have access to information, advice, development services and support to allow them to get the most out of their time spent at University

This post will aid in the recovery of proactive services to AUSA Student Activities. Throughout the pandemic the association, like all other service industries, became reactive. This support will aid the team in ensuring that there is resource for proactive support following resource deficiencies during the pandemic.