



CONFERENCE AND EVENTS ASSISTANT

Part-Time 0.4FTE

INTRODUCTION

The Women's College is a leading academic residential college for women in Australia. Established in 1892, it is the first college of its kind in Australia and is situated within the University of Sydney. The College enjoys an outstanding reputation combined with a proud tradition of women's achievements.

The College's engagement with stakeholders is important to its reputation, financial security and future sustainability. The Conference & Events Assistant will report to the Conference & Events Manager and provide professional support for the College's extensive internal and external events program through which the university, alumnae, parents and the public are invited to utilise the College facilities.

The appointment of the Conference and Events Assistant will be at the discretion of the Principal. The time commitment is the equivalent of two days per week. There is an option to work flexibly over three days to accommodate family commitments if required. Also, there may be the opportunity for additional hours during semester breaks.

THE POSITION

- Compiling invitation and RSVP lists for events as required
- Assisting with checking venue set-ups, audio-visual equipment operations and catering arrangements for events
- Assisting with meeting and briefing organisers of external events to ensure the smooth running of the event
- Assisting with updating the Staff Running Sheets (Excel), College Events Calendar (Excel) for internal and external events
- Assisting with updating the College Conference and Accommodation Bookings Overview (Excel)
- Assisting with preparing quotations and other documents for client events
- Assisting with preparing billing documents for client events
- When required, monitoring Conference & Events emails and liaising with clients in addition to the relevant College staff
- Undertaking the above tasks in the absence of the Conference & Events Manager
- Other tasks as identified by the Conference & Events Manager, the Principal or Senior Staff

QUALIFICATIONS & EXPERIENCE

- Demonstrated experience with events management either through previous work experience or through university studies
- Possess excellent written and interpersonal communication skills and professional presentation
- Demonstrated high level of customer service, administrative and organisational skills, accuracy and attention to detail
- Demonstrated highly professional presentation and customer service skills

- Ability to independently and successfully solve problems as they arise
- Ability to liaise professionally with College staff and stakeholders;
- Ability to deal responsibly with confidential and sensitive information;
- Ability to work effectively, accurately and efficiently—both unsupervised and collaboratively;
- High level competency with the Microsoft suite, including Excel and PowerPoint.
- Knowledge of StarRez software, or similar database applications an advantage