



ANUSA Bush Week Coordinator Positions Open

Your ANU Students' Association is looking for up to TWO very passionate, creative and dedicated Bush Week Coordinators. Applicants should be willing to make a valuable contribution to ANU life and campus culture, through working as part of the team organising ANUSA's largest week in our Semester 2 calendar!

Bush Week Coordinator Role Description

The Bush Week Coordinators will work with the support and under the supervision of the ANUSA Community Life Officer, ANUSA Clubs Officer, the ANUSA Executive and ANUSA staff members to help deliver the largest social week of Semester 2. The successful applicants will, under the supervision of the ANUSA Community Life Officer, assist with the creative design and delivery of Bush Week.

The role supports a successful Bush Week in 2024, is directed and supervised by the Community Life Officer, and focuses on assisting in the following areas:

- Developing a theme for the week
- Planning events for the week, and undertaking associated administrative work for those events
- Preparing risk management documents
- Working with ANU stakeholders through the event approval process
- Assisting with the delivery of Market Day as required
- General administrative tasks in relation to the planning of the week
- Working with the ANUSA Communications Officer to advertise and market the week
- Working closely with the ANU to ensure all events comply with relevant campus rules and regulations
- Working within a budget



Further Information

ANUSA is particularly interested in finding Bush Week Coordinators with previous event management experience as well as experience in engaging with a diverse range of students. We want to make sure our Bush Week events program can cater to all students, including international, undergraduate, postgraduate and HDR candidates to foster a sense of community and belonging at the start of the Semester.

The Bush Week Coordinators will be required to follow the policies and regulations of the Association, including the Procurement Policy and the Code of Conduct Policy. The Coordinators will also be provided with briefings on relevant legal and financial information.

The Bush Week Coordinator will work under the supervision of and report to the ANUSA Community Life Officer (CLO) The CLO will assume the role of team manager and provide oversight of progress to the Clubs Officer and larger ANUSA team, as well as guide the Bush Week Coordinators through the operational organisation of the week.

The role requires commitment over May, June and July 2024, as well as early August for handover and debriefing. Applicants with limited availability in June or July may not be shortlisted.

The role offers valuable opportunities for successful applicants to develop skills in areas such as leadership, project and risk management, budgeting, marketing, event management and effective communication.

Bush Week Coordinator Hourly Rate

The Bush Week Coordinators will be employed by ANUSA as casual staff members and paid an hourly rate of \$43.30 (which includes applicable casual loading) at ANU02.1 level.

Application Process

Applications are now open and will close at 5pm, Friday, April 12th, 2024. Late applications will not be considered. After applications close, shortlisted applicants will be contacted for interviews which will commence the week of the 22nd April 2024. We welcome both undergraduate students and postgraduate students to apply for these positions.



Application Content

Applicants must include the following in their application:

- A cover letter of no more than 2 pages outlining:
 - Suitability for the role (by addressing the selection criteria below)
 - Past event management experience
 - Vision for Bush Week 2024. Strong focus should be placed on highlighting your vision for Bush Week in your cover letter
- A resume of no more than 2 pages

Selection Criteria

Essential Criteria:

- Currently enrolled student of ANU and will be throughout the contracted period
- Strong availability from late May, June and July, including being in Canberra for the June/July period. Full availability in the week of Bush Week: Monday morning (22nd July 2024) to Friday evening (26th July 2024) inclusive
- Demonstrated ability to assist in planning, organising, publicising, and monitoring events
- Ability to adhere to an allocated budgets
- Ability to work effectively in a team and demonstrate initiative
- Ability to work with a broad range of people from diverse backgrounds
- Willingness to take direction from the ANUSA Executive and Staff
- Respect and use appropriate reporting lines within ANUSA
- Strong written and verbal communication skills
- Ability to work well both in a team environment or remotely

Desirable Additional Criteria:

- Ability to develop risk assessment and management plans (RAMPs)
- Experience working with clubs and societies, residential halls and ANUSA Departments
- Experience planning events within ANU rules and regulations
- Working knowledge of ANUSA and its activities and empathy with students and the aims of a student union
- Creative and able to materialise ideas into themes and art for the week
- Experience with ANU FOC team including booking rooms and completing FOC forms
- Demonstrated proficiency in Microsoft Office Suite of programs including Word, Excel and Outlook

Please email applications to sa.admin@anu.edu.au and title your email 'Bush Week Coordinator Application - (Your Name)'