<table>
<thead>
<tr>
<th>Position Title:</th>
<th>AACUHO Executive Officer</th>
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<tbody>
<tr>
<td>Employment Mode:</td>
<td>Fixed Term – 12 months (with opportunity for contract renewal pending performance review)</td>
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<tr>
<td>Probationary Period:</td>
<td>This appointment is offered subject to the successful completion of a probationary period.</td>
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<td>Time Fraction:</td>
<td>20 Hours per week</td>
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<td>Further Information:</td>
<td>AACUHO President Mr Simon Scott <a href="mailto:s.scott@uq.edu.au">s.scott@uq.edu.au</a></td>
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This Position Description is approved by:

AACUHO Vice President  
Colin Marshall

AACUHO President  
Simon Scott

Signature  
Date:
Position Summary

The Australasian Association of Colleges and University Housing Officers (AACUHO) is a professional body which provides support to a diverse group of professionals working within and alongside higher education institutions in Australia, the South Pacific, South East Asia and Papua New Guinea. AACUHO was established in 1988 and today has a membership of approximately 300 and intended plans to substantially increase this number.

There are approximately 51,000 students living in Colleges or Halls of Residence which are privately run, owned or affiliated with Australian Universities.

Key Responsibilities

The Executive Officer is responsible for implementing the AACUHO strategic plan and is responsible to the elected Committee. The Executive Officer is responsible for the day to day administration and operations of the Association.

- **Administration**
  The Executive Officer is required to carry out routine administrative tasks ensuring all statutory reporting requirements are met. This includes but is not limited to financial record keeping, bank account administration and preparation of various reports and statements as necessary.

- **Engagement with new and existing members**
  The Executive Officer is the entry point for current member and new member enquiries, and it is important that these exchanges are conducted professionally and with a high level of customer service. Maintenance of the member database and AACUHO Website are tasks that are significant in keeping our members informed, connected and satisfied with the performance of the Association. The Executive Officer is responsible for preparing and distributing regular correspondence and communication including newsletters, member’s updates and annual organisational surveys.

- **Engagement with new and existing partners / sponsors**
  Maintenance of existing and development of new relationships with AACUHO sponsors. The Executive Officer is required to progress strong and productive relationships with our current and prospective partners.
• **Marketing / Promotion**
  Prepare marketing, promotional and advertising material by liaising with relevant stakeholders ensuring timely distribution to AACUHO committee, our members, sponsors and other relevant stakeholders / groups as required.

• **Policy and Procedure Development**
  Work with the AACUHO committee to develop and maintain concise, relevant and up to date Web based policies and procedures for the Association.

• **Event Management**
  Each year AACUHO holds a number of events for members and non-members associated with the tertiary residential sector. These activities include, but are not limited to, an annual national conference, regional / state forums and workshops / seminars and webinars. These events primarily aim to increase the professional knowledge of those connected to the field by providing professional development opportunities and exposure to services, issues and challenges facing the industry, and information exchange between members.

  The Association’s annual national conference is paramount to the organisation’s financial sustainability and promotion as a national peak body within the sector. Annually the conference is shared between States/Territories and the Executive Officer is instrumental in coordinating the work of the relevant organising committee each year.

  The AACUHO Executive Officer will be actively involved in the planning, organising and delivery of such activities and to that end will at times may be required to travel interstate or overseas on behalf of the Association.
Training and Qualifications

- Completion of a relevant degree without subsequent relevant work experience, or
- Completion of an advanced diploma qualification and at least 1 year subsequent relevant work experience, or
- Completion of a diploma qualification and at least 2 years subsequent relevant work experience

An understanding of the Tertiary Education sector and in particular student housing would be desirable along with Professional Conference Organising (PCO) or event management or public relations experience.

Selection Criteria

Applicants must be able to demonstrate that they meet the following selection criteria.

1. Proven communication skills and teamwork
2. Demonstrated ability to prioritise tasks and work independently
3. Demonstrated ability in working with committee
4. Demonstrated understanding and commitment to providing a high level of customer service in a membership oriented environment.
5. Demonstrated experience in using Microsoft Office software, MYOB, HTML Web programs and Graphics software.
6. Demonstrated experience in the development and implementation of marketing strategies
7. Demonstrated record of innovation and / or entrepreneurship in previous role
8. Relevant training and qualifications
9. Capacity to work flexible hours periodically throughout the calendar year
10. Demonstrated ability to achieve set priorities of financial and organisational performance