



## **Club Support Assistant**

### **Curtin Student Guild**

Help create a vibrant and connected student community at WA's largest student-led Guild. Curtin Student Guild supports students academically, financially, and socially while coordinating clubs, events, and on-campus services. We're seeking a proactive Clubs Support Assistant to assist with club administration, event coordination, and student engagement in a dynamic, student-focused environment.

### **What you'll do**

Reporting to the Manager – Clubs & Societies, you will:

- Provide front-line administrative support to Guild affiliated clubs, responding to enquiries and directing clubs to relevant resources
- Assist with processing and maintaining club documentation including registrations, officer updates, affiliation records, and booking forms
- Maintain accurate club information across internal systems and databases
- Provide timely guidance to clubs regarding Guild procedures, requirements, and key deadlines
- Assist clubs with routine event administration including forms, bookings, and standard compliance processes
- Support the delivery of Guild events, including on-ground assistance, event set-up and pack-down
- Promote Guild services, events, and opportunities to the Curtin student community
- Encourage student engagement and participation in clubs, activities, and Guild initiatives
- Assist with maintaining safe, clean, and well-presented event spaces while escalating issues when required
- Provide administrative and reception support during peak periods, including greeting visitors and responding to basic enquiries
- Maintain accurate records and assist with compliance reminders and general communications to clubs
- Contribute to a collaborative team environment while supporting a positive and inclusive student experience

### **What you'll bring**

We are looking for a motivated and organised professional who enjoys supporting student initiatives and working in a community-focused environment.

#### **Essential skills and experience:**

- Strong administrative and organisational skills with attention to detail
- Excellent customer service and interpersonal communication skills

- Ability to work collaboratively with students, volunteers, and staff from diverse backgrounds
- Demonstrated ability to manage multiple tasks and meet deadlines in a fast-paced environment
- Confidence using Microsoft Office (Word, Excel, Outlook) and learning new systems quickly
- Ability to follow procedures while recognising when to escalate complex matters
- Willingness to work occasional non standard hours to support activities and events.
- A level of physical fitness appropriate for event set up and pack down tasks.
- Class C or C A WA driver's licence (or equivalent)

Desirable:

- Experience supporting student clubs, community groups, or volunteer run organisations in an administrative or front-line service capacity.
- Understanding of event coordination processes and risk considerations
- Familiarity with common club processes such as memberships, committee transitions, meeting documentation, or events.
- Familiarity with university environments or student representative organisations
- Awareness of inclusive engagement practices that support diverse student communities
- Current First Aid Certificate

### Why you'll love it here

At Curtin Student Guild, you'll join a supportive, purpose-driven team where you can:

- Help build a vibrant campus culture through clubs and student activities
- Work in a collaborative, student-led environment
- Gain experience supporting events, engagement initiatives, and community programs
- Contribute to meaningful opportunities that enhance the Curtin student experience
- Enjoy flexible arrangements, professional development opportunities, and beautiful campus surroundings

This is a part-time role, 0.6 FTE.

Enquiries about the role can be made by contacting Shelley Stoddart, Manager – Clubs & Societies, on 9266 2927 or via email [S.Stoddart@guild.curtin.edu.au](mailto:S.Stoddart@guild.curtin.edu.au).

Curtin Student Guild is an equal opportunity employer, and individuals of Aboriginal or Torres Strait Islander descent and living with disability are encouraged to apply.

To apply for this position, please forward your resume and a cover letter addressing the job requirements and telling us why you're the right fit to [hr@guild.curtin.edu.au](mailto:hr@guild.curtin.edu.au).

Note: Appointment is subject to required background and compliance checks, including a National Police Check.

If you have any questions or enquiries about the role, contact us through the above email address.

Applications close: **Wednesday 8 April 2026 at midnight AWST** – Note, only shortlisted candidates will be contacted.