



Governance Support Officer

Help support good governance at WA's largest student-led Guild.

Curtin Student Guild supports students academically, financially and socially while delivering services, advocacy and representation across the Curtin community. We're looking for an organised and detail-oriented Governance Support Officer to provide high-quality administrative support that helps keep the Guild's governance processes running smoothly.

If you enjoy organising information, coordinating meetings and producing accurate work in a collaborative environment, we'd love to hear from you.

What you'll do

Reporting to the General Manager – Corporate Services, you will:

- Provide support for Guild Council, committees and governance processes.
- Coordinate meetings, prepare agendas and papers, and produce meeting minutes.
- Maintain governance records, registers, governing documents and filing systems.
- Assist with records management, document control and statutory documentation.
- Support the administration of the Guild's Annual Student Elections.
- Respond to routine governance enquiries and refer complex matters as required.
- Contribute to continuous improvement of administrative processes and maintain related documentation.

What you'll bring

We're looking for someone who is organised, reliable and enjoys supporting others through excellent administration.

Essential skills and experience:

- Ability to commit to fifteen (15) office-based hours a week
- Strong administrative and organisational skills with excellent attention to detail.
- Well-developed written and verbal communication skills.
- Demonstrated ability to maintain confidentiality and exercise discretion.
- Experience working in an administrative or office support role.
- Strong Microsoft Office skills and confidence learning new systems.
- Ability to manage competing priorities, follow established procedures and know when to escalate issues.
- A collaborative approach and the ability to build positive working relationships.

Desirable:

- Undergraduate study (completed or in progress) in Business, Law, Governance or Public Administration.
- Experience supporting committees, boards or governance functions.

- Experience with records or document management systems.
- Familiarity with meeting administration, including agendas and minutes.
- Understanding of governance in a university, membership or not-for-profit environment.

Why you'll love it here

At Curtin Student Guild, you'll be part of a supportive, purpose-driven team where your work contributes directly to effective governance and a positive student experience.

You'll enjoy:

- A collaborative and inclusive workplace.
- Opportunities to develop your governance and administration skills.
- Meaningful work supporting one of Australia's largest student guilds.
- Professional development opportunities and a vibrant campus environment.

This is a casual employment opportunity

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.

Apply quick as shortlisting will commence straightaway.

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

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

Applications close: **Sunday 19 July 2026 at Midnight AWST** – Note, only shortlisted candidates will be contacted.