



Student Assist Officer

Curtin Student Guild

Help students navigate their university experience at WA's largest student-led Guild. Curtin Student Guild supports students academically, financially, and personally while coordinating social activities, clubs, and on-campus services. We're seeking a dedicated Student Assist Officer to provide advocacy, guidance, and support in a friendly, student-focused environment.

What you'll do

Reporting to the Manager – Student Assist, you will:

- Provide confidential, independent welfare, advisory, and advocacy support to students
- Assist students with academic policies, procedures, and early intervention for at-risk students
- Investigate and resolve complex individual student issues with professionalism and fairness
- Maintain accurate case records and contribute to reporting and service evaluation
- Build positive relationships with Curtin University staff, student leaders, and community partners
- Support initiatives that enhance student wellbeing, access to resources, and engagement

What you'll bring

We are looking for a motivated professional who thrives in a student-focused environment.

Essential skills and experience:

- Bachelor's degree in Social Work, Behavioural Sciences, or equivalent experience
- Strong analytical, investigative, and problem-solving skills
- High-level conflict resolution, negotiation, and assertiveness abilities
- Excellent interpersonal and communication skills, able to work with diverse students and stakeholders
- Proven ability to engage, consult, and collaborate effectively with internal and external parties
- Proficiency in Microsoft Office (Word, Excel, Outlook) and quick to learn new software

Desirable:

- Previous experience in advocacy, support services, or community work
- Knowledge of University policies, higher education regulations, and referral pathways
- Understanding of Equal Opportunity and Anti-Discrimination legislation
- Familiarity with relevant government agencies and complaint or investigation processes
- Awareness of Aboriginal and Torres Strait Islander student needs and support frameworks

Part-time will be considered.

Why you'll love it here

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

- Make a real difference in student wellbeing and success
- Work in a collaborative, values-led environment
- Enjoy flexible arrangements, professional development opportunities, and beautiful campus surroundings

Enquiries about the role can be made by contacting Andrew Cameron, Manager – Student Assist, on 9266 2913 or via email A.Cameron@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.

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 22 March 2026 at midnight AWST** – Note, only shortlisted candidates will be contacted.