

POSITION DESCRIPTION

JOB TITLE	Student Programs Officer
BUSINESS UNIT	Student Experience
REPORTING TO	Student Experience Manager
LOCATION	Armidale – on campus position
AWARD COVERAGE	Clerks - Private Sector Award 2020, Level2
DATE	August 2026

PURPOSE OF THE POSITION

The Student Programs Officer is the key support for the UNE Life's student programs and activations, including social, academic and college clubs. They are responsible for providing administrative assistance to affiliated UNE clubs and recognised UNE student activity as well as assisting with the delivery of a range of social and co-curricular opportunities at UNE.

The position is fundamental to maintaining the integrity of the UNE Life's clubs program through careful monitoring of compliance requirements, documentation management, and the delivery of training programs that empower student leaders. By supporting diverse and inclusive club activities, this position contributes significantly to building a connected and engaged university community.

ORGANISATIONAL CONTEXT

We are a wholly owned, not-for-profit entity of the University of New England (UNE) independently governed by a Board of Directors and led by a Chief Executive Officer. Put simply, we are a company that is also part of the University family.

Our mission at UNE Life is to provide an outstanding experience both on, and off our University campuses.

We are the bridge between the University and its many communities. We are a team that gets things done together with a focus on honesty and respect for one another.

One of our bigger success measures revolves around our commitment to quality service for the UNE and the wider community. We offer a unique set of services which are divided across 6 focus areas, these include:

- Student Experience – includes clubs & societies, our student-powered radio TuneFM, our independent student Advocacy & Welfare Services, and specific events & activations from orientation, to graduation.

- Commercial Services - includes our retail outlets, food & beverage services, event management & catering.
- SportUNE – includes our state-of-the-art community gym, on-campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information - includes around-the-clock security services for the University.
- Corporate Services – includes Finance, People & Culture, Branding & Marketing, IT Management, and Contract Management.
- Health – includes UNE Life Healthcare Centre and other health services/programs.

UNE LIFE VALUES

We believe our values reflect who we are as a team. Alignment with these values is key to your success with UNE Life.

- Honesty – transparency builds trust
- Respect – yourself, others, and all we do
- We are a team – we get things done, together
- Never settle – we live for continuous improvement
- Surpass expectations – we focus on customer satisfaction
- We're committed – we do what we do because we believe in it.

KEY ACCOUNTABILITIES

1. Provide comprehensive guidance to student club leaders on club governance, event planning, risk management, and financial procedures while ensuring compliance with university policies and regulations.
2. Deliver training programs and resources to enhance club leadership capabilities and promote best practices in club management.
3. Coordinate the allocation and administration of club funding, including reviewing funding applications, monitoring expenditure, and ensuring proper financial documentation in accordance with UNE Life, university and government requirements.
4. Coordinate club involvement in events such as Lifesaver Day, leadership recognition ceremonies, and inter- club collaborative activities.
5. Provide training and support to clubs in utilising TidyHQ, including membership management, event creation, financial tracking, and document storage features while troubleshooting technical issues and developing user guides to enhance system adoption and usage.
6. Maintain accurate and up-to-date records of all registered clubs, including membership details, executive contacts, and activity reports.



7. Planning, negotiation and coordination of the logistical arrangements for online, on and off campus student engagement events and activities including setup, oversight, and packing down of both regular, and ad-hoc activities.

Note: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.

KEY RELATIONSHIPS

Direct Reports:

- N/A

External Stakeholders

- Suppliers
- Contractors
- UNE staff
- UNE Students
- Student Experience Network
- TidyHQ
- Australian Taxation Office (ATO)

Internal Stakeholders:

- UNE Life Colleagues

SELECTION CRITERIA

1. Demonstrated organisational and administrative skills with the ability to undertake tasks and projects in line with existing policy, and the ability to exercise problem solving skills.
2. Demonstrated high level of computer literacy and competency, and ability to use, or adapt to, a range of software, from Microsoft Office Suite, to cloud-based club management and radio broadcasting software.
3. Demonstrated experience in coordinating and facilitating a range of events and activities.
4. Demonstrated interpersonal and communication skills particularly in relation to communication, with a diverse range of stakeholders, including staff of the University and external stakeholders.



LEADERSHIP ACCOUNTABILITIES

- Promote a safe, efficient, and effective work environment by promoting a positive, healthy, safe and innovative work environment.
- Promote a harmonious and inclusive workplace free of discrimination, harassment, and bullying.
- Contribute to the development of a culture of continuous improvement.
- Develop and maintain effective relationships, alliances and networks within the community

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.

Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.

EMPLOYMENT AGREEMENT

As the incumbent of this position, I have read the position description, understand its contents and agree to work in accordance with the requirements of the position.

Signatories	Name	Signature	Date
Staff member			
Supervisor			

