

# Communication Officer

<b>Duration</b>	12 month term, or until the end of handover
<b>Hours</b>	Up to 20hrs per month, 12 months a year
<b>Location</b>	PARSA Office, Di Riddell Student Centre
<b>Compensation</b>	Eligible for honoraria
<b>Reports to</b>	Vice President

## Role Description: Communication Officer

The Communications Officer is responsible for assisting in the efficient delivery of PARSA marketing and communications strategy.

Tasks include:

- Participate in events planning and campaigns related discussions with PARSA team and external stakeholder, advising on communication strategy.
- Design, produce and distribute event correspondence and promotional material.
- Develop and maintain relevant databases, including media contacts
- Work in collaboration with the PARSA staff to manage publicity and media activities, including handling event enquires and community and organisational requests for promotional involvement.
- Review university and organisation’s communication with student and devise strategies on improving it.

Officer responsibilities – applies to all Executive team and Portfolio and College Officers
<ul style="list-style-type: none"> <li>• Act as the first point of contact for students with questions or concerns, signposting students to the Students’ Association’s council members or staff, where appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• Promote and participate in PARSA activities that support the goals of the Strategic Plan including but not limited to O-Week, Social media engagement and other association-led events.</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to and influence University strategies through participation in ANU committees, PARSA campaigns, organisational working groups, and informal networking, to ensure that student interests are effectively represented. Some of these may relate to Officers’ objectives, but many are often reactive, depending on issues that arise throughout the year.</li> </ul>
<ul style="list-style-type: none"> <li>• Uphold and advance the reputation of the organisation, attending and speaking at official ANU and other relevant stakeholder events and ceremonies as appropriate (e.g. O-Week talks, graduation).</li> </ul>
<ul style="list-style-type: none"> <li>• Act as the first point of contact for students with questions or concerns, signposting students to the Students’ Association’s council members or staff, where appropriate.</li> </ul>
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## Key Relationships:

- **PARSA:** President and executive team, other PARSA officers, PARSA staff
- **Members:** All student members
- **University:** SCAPA, ANU leadership

- **External organisations:** ANUSA, CAPA, CISA, NTEU, UA, other relevant community organisations and stakeholders

**Additional Info:** None