



Position Description

Position Title: Project and Events Coordinator – Executive Learning	Classification: Bond Level 4
Faculty/School/Office: Provost/Executive Learning Unit	Date Position Classified/Updated: November 2025

Purpose of the Position:

This role will actively support the primary objective of the unit to foster the growth and development of Bond's executive education and microcredential initiatives. The **Project and Events Coordinator** is expected to undertake a wide range of functions to support the delivery and growth of executive learning programs at the Bond Brisbane Campus. This role will support the delivery and creation of executive learning programs and manage corporate and learner enquiries, and undertake general administrative and financial related tasks such as ordering supplies, assisting with marketing and promotional activities, and coordinating events.

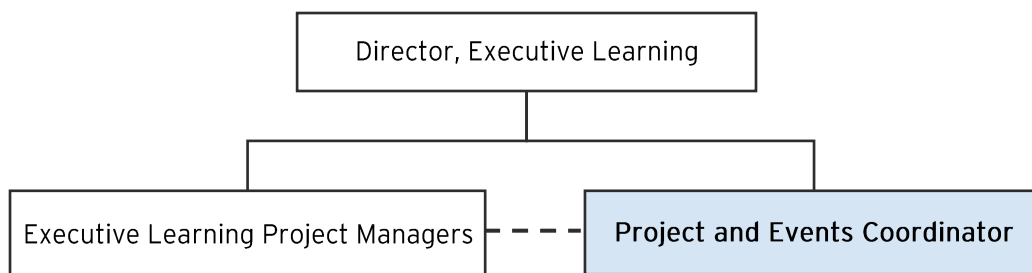
With direction from the Unit Director, the incumbent is responsible for ensuring quality implementation and governance of business policies and procedures across the Unit.

It is expected that the incumbent will have established, professional judgment skills and the ability to be an effective public interface for the Unit. Operating with a high degree of independence in a fast-paced environment, the position is required to be exceedingly well organised, flexible, proactive, resourceful and efficient.

Occasional evening or weekend work may be required to support the delivery of executive education programs and events.

Reporting Relationship:

This position reports to the Director, Executive Learning and works closely with numerous areas within the University. During any absence or vacancy in the Unit Director role this position will report directly to the Microcredential Project Managers. The role will be based at the Bond Brisbane Campus.



Selection Criteria:

- A degree qualification and/or a minimum of 3-5 years' relevant experience in an education, corporate learning, organisational development, administration or a related role.
- Demonstrated computer literacy, and advanced proficiency using information technology especially the Microsoft Office suite.
- Strong interpersonal skills including the ability to work flexibly and harmoniously with all levels of staff, alumni, students, and community members.
- Demonstrated ability to take initiative in planning and delivering events, while effectively managing multiple priorities simultaneously.
- Established professional judgment, including the ability to resolve emergent issues with a high degree of discretion, professionalism, confidentiality and independence.
- Ability to work in a small team environment and across staff from other teams
- Strong organisational and time management skills.

Desirable Criteria:

- Previous experience in a tertiary, higher education or an executive learning environment.
- Familiarity with University systems such as Student One, Finance One, iLearn Ultra and other core University systems.

Competency	Responsibility
Venue and Event Management	• Coordinate day-to-day operations of the Brisbane venue, including opening and closing procedures, staff scheduling, and inventory management. • Handle event bookings by managing inquiries and coordinating logistics and scheduling, and coordinate events as required. Including setup, catering, audiovisual requirements, and staffing needs. • Ensure cleanliness, maintenance, and upkeep of the venue to meet high standards of presentation and safety. • Provide briefing papers, reports and other information related to the program as requested by the Unit Director. • Order and manage stationery, and office supplies for the Gold Coast and Brisbane campus.
Program and Student Support	• Professionally liaise with clients, academic staff, external facilitators, and other key stakeholders to coordinate the successful delivery of complex customized executive learning programs. • Monitor enrolments and scheduling allocations of room bookings with the Central Timetabling team.
Marketing	• Support the Marketing Manager with content generation and copywriting. • Share social media posts to drive engagement and highlight promotional opportunities of Executive Learning programs. • Manage lead generation, nurture and conversion activities for clients interested in executive learning, including attending industry events and meetings, responding to direct enquiries, and managing communications using the CRM system. • Develop and promote promotional opportunities to increase internal and external usage of the Bond Brisbane Campus.
Systems, Processes & Policies	• Assist the Unit Director in developing marketing collateral, client materials, and event documentation to ensure the consistent, high-quality delivery of Executive Learning programs.
Finance Management	• Support the unit with general financial processing, invoicing, reconciliation of credit card and payments to suppliers and partners. • Monitor financial performance against targets and implement strategies to optimise revenue generation and profitability.

	Negotiate contracts with suppliers and vendors to secure favorable terms and pricing for goods and services.
Continuous Improvement	Identify ways to improve current work processes to establish more streamlined practices and improved customer outcomes and experience.
Working Relationships	- Establish and maintain positive and beneficial working relationships with customers at all levels. - Provide assistance to the Finance Staff as required.
Understanding of Quality Assurance	- Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. - Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	- Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. - Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	- Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. - All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. - Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.