Position Description

Position Title: Events Administrator	**Classification:** Bond Level 4
Faculty/School/Office: Office of Campus Life	**Date Position Classified/Updated:** October 2026

Purpose of the Position:

Reporting to the Events Manager, the role will plan, conduct and evaluate a varied portfolio of recruitment and engagement events and related administration to support the events marketing, recruitment and sales initiatives for the University. You will be required to work with the event stakeholder (various departments and faculties to assist in building strong relationships with external vendors, including sponsors and corporate affiliations to ensure consistency and successful execution of all events.

This role will be involved in undertaking a high level of Events management, administrative support and organisational duties and will be required to foster ongoing successful relationships.

HOURS OF WORK:
This position is available full time – 36.75 hours per week. The normal indicative hours of work will be 8.30am – 5.00pm Monday - Friday. However, from time to time there will be a requirement to work reasonable additional hours including some weekends or domestic travel to service clients, and event demands. This is supplementary to the standard working days with approval required by the General Manager - Events, prior to undertaking the event or activity.

Reporting Relationship:

This position reports to the Events Manager:



Selection Criteria:

- Completion of a relevant undergraduate degree in event management, business administration, marketing, communications or a related discipline.
- Relevant 3-5 years' experience in event management, including event coordination, stakeholder engagement, sales support, hospitality operations, marketing activities and budget administration.
- Significant administrative and organisational proficiency within a complex operating environment.

- Well-developed planning and organisational skills with demonstrated ability to manage events concurrently, good written communication skills, including an ability to draft invitations, event publications, orders, routine correspondence, minutes, budgets and other events documentation.
- Demonstrated initiative and ability to work independently in the completion of priorities which may have competing deadlines.
- Ability to systematically identify sales opportunities, improvement in work systems, and implement changes in collaboration with clients and colleagues.
- Demonstrated skills in the use of a range of computing applications such as the Microsoft Office suite of programs, Zoom and Event Systems.
- Be an effective team player who can work harmoniously in a team and looks to assist where possible.
- Ability to work with academic staff and students.
- Customer service focused with a dedicated focus on continuous improvement on events and within the team.

Desirable Criteria:

- Previous experience in a tertiary environment.
- Knowledge and understanding of Event Management, CRM and Registration systems. Competency in the use of Student One and Finance One or capacity to acquire proficiency in such systems.
- Knowledge and understanding of Bond University policy and practices, or capacity to rapidly acquire knowledge of such.

Competency	Responsibility
Events Management	• Fully coordinate events and enhance the recruitment, marketing and industry and community engagement objectives of the University. • Fully coordinate/organise events to ensure seamless delivery of services for events staged at Bond University and offsite. • Provide administration for all student events approval forms. • Work with key stakeholders to coordinate specific event activity. This may include but is not limited to appointments, project planning and other small events. • Manage the details of all events to include Food & Beverages, audio visual, allocation of floorspace, theming, registration and signage, VIP and speaker management, virtual events and attendee logistics. • Obtain and review completed WH&S documentation and insurances, requisition of Event Risk Analysis. • Where applicable liaise with sponsors for events as required and keep a comprehensive database of sponsors, gifts, prizes, etc. • Track and report on expenditure for each event, in accordance with the specified budget. • Provide input each year into the development of the event budget. • Provide support to the Events team to assist in the organisation and execution of events. • Actively promote all events and the Events Centre to gain exposure and interest from internal and external clients and targets through the use of the Events website, MyBond App and other measures.
Finance and Administration	• Exercise professional judgement in coordinating event logistics, financial administration, stakeholder enquiries and competing priorities to ensure successful event outcomes. • Liaise with the central marketing and communications team and other staff to ensure event deliverables are met on time. E.g. programs, invitations etc. • Utilise current computer management systems e.g.MS Office suite, EventPro, Eventbrite, CRM and EventsAir to complete administration tasks. • Contribute to the development in the financial planning of annual events budget. • Raising PO's and invoices for events. • Process Credit Card Transactions & manage student club ledger transactions where needed.

	• Carry post event analysis including attendance, uploads to CRM, year on year performance forecast vs actual budget performance. • Recommendations on efficiencies to improve Bond University Central Events calendar to deliver a cohesive and structured program. • Liaise and follow-up with clients on outstanding event invoices. • Serve as a key contact point for event-related enquiries, providing advice, information and timely resolution of issues for internal and external stakeholders. • Manage and prioritise event-related enquiries, ensuring effective communication and timely escalation of matters as required.
Bond Merchandise Purchasing and Procurement	• Assist with merchandise planning to ensure brand awareness. • Assist in the financial planning of annual Merchandise budget. • Manage the sourcing and procurement for Bond Merchandise. • Manage the procurement of special product orders from the Chancellery. • Collation and distribution of on campus merchandise requests. • Provide key input into the Bond Merchandise online webpage. • Provide merchandise online ordering user support. • Review stock levels to ensure weekly priorities are covered and setting proposed product and service levels. • Take responsibility for the distribution, shelf management and promotion of stock so that merchandise opportunities are leveraged. • Assist with reviewing proposals, quotes and submissions from prospective suppliers. • Review processes within the purchasing area to develop and report on recommendations for business process improvements and efficiency within areas of responsibility. • Provide monthly reports to GM for all merchandise and special order procurements.
Customer Service and Reporting Relationships	• Liaison with all visitors, students, clients, other departments / faculties and suppliers as required, e.g. meetings, site visits, etc. • Develop and maintain a relationship with academics and administrative staff within the University. • Ensure actions and interactions are consistent with the Department, Faculty and University's objectives.
Continuous Improvement	• Identify opportunities for continuous improvement to the administrative systems. • Contribute to the effective functioning and collaboration of the team. • Ensure your actions and interactions are consistent with the University, Department and Faculty objectives and corporate objectives. • Take part in professional development opportunities on a regular basis. • Work as a team player and communicate with all members of the team on a consistent basis. • Keep skills and knowledge fresh. • Support clear lines of communication within and outside the Department, faculty and University.
Quality Assurance and Continuous Improvement	• Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	• Demonstrate respect for diversity and contribute to a culturally safe, inclusive and discrimination free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti discrimination and workplace behaviour legislation. • Participate in relevant training or development activities that support cultural safety and inclusive practice.

Work Health and Safety Responsibilities	• Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. • Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. • Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. • Complete mandatory and assigned WHS training. • Comply with return-to-work program requirements following injury/illness.

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.