Position Description

Position title: AAS Administrator
Reports to: President and AAS Executive Committee

Background

The Australian Anthropological Society (AAS) represents the profession of anthropology in Australia. The AAS has over 500 members, representing a substantial proportion of the practising anthropologists in Australia. The goals of the Society are to advance anthropology as a professional discipline, promote its responsible use in the service of humankind, and promote professional training, knowledge sharing, and practice in anthropology. The Society is governed by an Executive Committee of seven directors, supported by the AAS Administrator.

AAS activities include:

- Organising an annual conference
- Publishing *The Australian Journal of Anthropology* (TAJA)
- Administering grants and awards
- Issuing a monthly newsletter
- Promoting and supporting the teaching, learning, and practice of anthropology in Australia
- Promoting the work of anthropologists through various communications channels
- Supporting the Australian Network of Student Anthropologists (ANSA)

Position Purpose

The AAS Administrator is responsible for providing support to the Executive Committee by managing communications, membership service, project coordination, financial and human resource matters, and the general administration of AAS operations.

Principle Duties

- Assist the AAS Secretary in providing high-level secretariat support including meeting and agenda preparation, ensuring follow-up communications, actions and good governance are administered.
- Assist the AAS Treasurer and bookkeeper in managing the Society's finances, including preparing an annual income and expenditure budget, ensuring expenditure occurs within budget, with transparent accounting processes, reporting and auditing and overseeing regularly payment cycles.

- Perform administrative services to ensure an efficient, effective, and responsive membership service, website maintenance and development, project/event coordination, and accurate record keeping.
- Effectively manage AAS communications, including social media channels, the monthly newsletter, correspondence, and all member communications.
- Support constructive and professional relations with members and other professional bodies and assist with identifying potential issues or policies impacting on anthropology.
- Provide support for Executive Committee decision-making regarding the most appropriate approaches to address arising issues, to progress projects/activities, and to aid the building of an effective organisation that remains relevant to members, takes account of changes in technology that may impact the running of the Society, and is responsive to developments in academic and professional practice.
- Ensure the AAS continues to offer its activities and supports to the discipline in a timely and coordinated manner, including its grants and prizes, and the AAS Annual Conference.
- Develop operational improvements to the benefit of the AAS, in consultation with the Executive Committee and other partners as appropriate.
- Attend the annual AAS Conference and provide event administrative support prior to, during, and post-event.

Selection Criteria

Essential
- Demonstrated independence and teamwork skills and the ability to manage programs, projects, and people in a changing environment.
- Excellent interpersonal and communication skills, both written and oral, with a demonstrated ability to convey information, build rapport, consult, negotiate and liaise effectively with a diverse range of people.
- Excellent organisation and time-management skills, together with a demonstrated ability to work with competing demands, prioritise work tasks, pay attention to detail, and be flexible in responding to changing work priorities.
- Good financial management skills, including preparing financial statements and budgets and implementing financial tracking processes to account for expenditure.
- Competency in financial management software such as Xero, or the capacity to acquire this competency.
- Experience with website content editing and management and competence in the use of social media.
- Comprehensive skills in a range of computer applications including the Microsoft Office suite.

Desirable

- Knowledge of the discipline and practice of anthropology.
- Knowledge of the governance of not-for-profit organisations and/or prior experience or involvement in a small or not-for-profit organisation.
- Experience implementing operational improvements to improve organisational efficiency or effectiveness.

Hours of Duty

This position is part-time (10 to 15 hours per week) for an initial 12-month contract

Salary

Equivalent to HEW Level 9 plus 10% superannuation.

Location of Work

Ideally the position holder will be in Canberra, however we welcome applicants based elsewhere in Australia. The position holder will be required to work from home and be a resident of Australia for tax purposes.

How to Apply

Please provide by email to aas@anu.edu.au:

- A detailed CV setting out relevant experience and qualifications
- A one page summary letter
- The names of two professional referees

Applications close: [date]

For more information, please contact AAS Administrator Chris Marcatili at aas@anu.edu.au. If a phone call is preferred, please email first and request a phone appointment.