



## 2026 St Andrew's College Student Assistant Roles

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# Overview

Looking for part-time work while you study? Drew's has plenty of roles waiting for you.

St Andrew's is committed to providing part time employment opportunities to our students where possible. We know that working part time whilst studying can be a challenging load to manage, so to help you, we provide opportunities for employment at the College - with staff who you already have a relationship with, and in your own home- so no need for travel.

To keep things simple, we've put all the details in one place: no inbox overload, no confusion. This guide gives you an overview of available positions for 2026, including job descriptions, application dates, and how to apply.

Check out the roles below that are available in 2026.

## How to Apply

Please go to the Student Intranet Application portal to apply all of the jobs listed below except Advancement & Archives:

[2026 St Andrew's College Student Assistant Application Form – St Andrew's College Student Intranet](#)

1. Go to the application portal on the Intranet.
2. Using the checkboxes, select which of the roles you would like to be considered for. Please ensure you have carefully read the position description for each and that you meet eligibility criteria.
3. Upload your most up-to-date CV.
4. Upload a cover letter (no more than 2 pages).

To apply for the Advancement & Archives Roles please see their specific instructions under their position descriptions.

# Application Timelines

<b>Role</b>	<b>Applications open</b>	<b>Applications close</b>	<b>Note</b>
Student Life Assistant	Closed	Closed	<i>Applications for 2026 have closed</i>
Advancement Assistant	Now	17th Feb	<i>Start in February (as early as possible)</i>
Archives Assistant	Now	27 February	<i>Must be available on a Tuesday or Wednesday</i>
Marketing Assistant	Now	27 February	<i>Preferred workday Monday, but negotiable</i>
Outreach Assistant	Now	27 February	<i>Must be available on a day between Monday-Thursday</i>
Works Team Assistant	Now	27 February	
JCR Barista	Now	27 February	
Instagram Team Member	Now	27 February	

# 1. Student Life Assistant

(Applications closed for 2026)

In late 2026 we'll be looking for a new **Student Life Assistant** to join the fun department in the Student Life Office, working 12 hours per week (with hours spread across the week).

## **Position Description**

The Student Life Assistant role is a paid student internship working in the Student Life Department. The role will provide administrative support within the Student Life Department to help deliver the core programs of the Student Life Department.

## **Timeframe:**

December 2026 – December 2027

The successful candidate must be able to commence in-person work in mid-January.

## **Hours:**

12 hours per week, with consistent weekly times - the hours to be spaced across Mon-Fri (ie: it is not 2 full days of work). Occasional after-hours work for major events. Options to flex work commitments during exams and mid-year break.

## **Reporting to:**

Student Life Manager - Tessa Bruin

## **Remuneration:**

The student casual hourly rate is **\$32.31** per hour plus super.

## **Key Responsibilities:**

- Creating, editing, and publishing the weekly 'What's on' College Life schedule
- Overseeing and tracking registration and the attendance requirements of the Community Living Program
- Tracking and maintaining the Leadership Points register
- Supporting with the maintenance of data entry
- Maintaining the Student Intranet (ie: uploading weekly menus)
- Miscellaneous administrative tasks within the Student Life Department (ie: credit card reconciliation)

## **Selection Criteria:**

- A third-year (or higher) current Drew's student in 2027

## **Essential Skills and Attributes**

- Display discretion and uphold confidentiality pertaining to sensitive or private information
- Excellent organisation and administrative skills
- Excellent verbal and written communication skills
- Be proficient in a range of software products (including Microsoft Office and Canva)
- The ability to prioritise and complete competing tasks in a timely manner

- Ability to meet challenging deadlines
- Ability to work professionally and collaboratively with staff in both the Student Life team and other Departments
- Be personable, with an approachable and caring manner

***Desirable, but not essential:***

- Prior work experience in Admin or studying in a relevant degree (ie: Business Administration)

**To Apply**

Please email a brief cover letter (no more than 1 page) and resume (no more than 2 pages) to Tessa ([student.life.manager@standrewscollege.edu.au](mailto:student.life.manager@standrewscollege.edu.au)) and Alice ([student.life.director@standrewscollege.edu.au](mailto:student.life.director@standrewscollege.edu.au)) **by TBC date.**

Interviews for shortlisted applicants will be held either in person or via Zoom on TBC date.

The successful applicant will commence work in the Student Life Office in January, with a 1 to 2-day handover with Tiare in December. There may be some flexibility with the start date, so please note your ideal start date in your cover letter.

If you have any questions about the role, please don't hesitate to reach out.

## 2. Advancement Assistant

(Apply Directly to Hannah Atwell)

The Advancement Team is seeking a proactive, mature, responsible and organised, later year student to work 1 day per week in the office and assist them with a range of events and activities over the year.

In this role, you will help the Advancement Team with the Alumni & Community Program by completing a range of administration tasks as well as assisting with specific upcoming events and communications projects, such as the Parents' Cocktail Evening, Rawson Rugby Finals Event, and Professional Development Program, Alumni Profiles, social media content, the Blue & White magazine and the bimonthly alumni & parent E-newsletter. There may be additional hours available to work at our events throughout the year.

The ideal candidate will have experience with Microsoft Office suite (Outlook, Word, PowerPoint, Excel), Adobe InDesign & Photoshop (desirable), good attention to detail, data entry ability and an interest in our alumni community.

In this role, excellent attention to detail will be essential, as will a responsible and mature attitude to your work and being a part of the Advancement Team. You must also be able to demonstrate the ability to handle confidential information and show discretion. You must also be able to work in a small team and with minimal supervision at times.

This role is 1 day per week + events (and opportunity to work extra hours over holiday breaks).

**To apply, please send an email outlining which role you are interested in and why, along with your CV and days of availability ASAP to the Director of Advancement, Hannah Atwell via [advancement@standrewscollege.edu.au](mailto:advancement@standrewscollege.edu.au)**

Interviews for shortlisted applicants will be held either in person or via Zoom in February, with the successful candidate starting by the start of the Semester.

## 3. Archives Assistant

(Apply Directly to Hannah Atwell)

**Must be available either Tuesday or Wednesday.**

In this role, you will work closely with the College Archivist, Tracy Bradford, and assist her with a range of collection and data management tasks and projects, including cataloguing and re-boxing archival items. Some physical work will be required e.g. lifting boxes, shifting books and other items. An interest in history, collections, museums and the College's history and alumni would be beneficial. Very good Microsoft Office skills, particularly in Excel are essential.

This role is 1 day per week, and only available to someone with availability on either Tuesday or Wednesday. For the right person, two half day shifts will be considered.

In this role, excellent attention to detail will be essential, as will a responsible and mature attitude to your work and being a part of the Advancement Team. You must also be able to demonstrate the ability to handle confidential information and show discretion. You must also be able to work in a small team and with minimal supervision at times.

**To apply, please send an email outlining which role you are interested in and why, along with your CV and days of availability ASAP to the Director of Advancement, Hannah Atwell via: [advancement@standrewscollege.edu.au](mailto:advancement@standrewscollege.edu.au)**

Interviews for shortlisted applicants will be held either in person or via Zoom in February, with the successful candidate starting by the start of the Semester.

## 4. Marketing Assistant

### Position Description

St Andrew's College is seeking a motivated and creative Marketing Assistant to join our Marketing and Communications team in Semester 1, 2026. This is a paid casual position, offering the opportunity to gain hands-on experience across a range of marketing and communications activities within a dynamic collegiate environment.

### What You'll Gain

This internship offers practical experience in marketing strategy, content creation, and campaign delivery within a supportive team environment. The role offers valuable exposure to brand management and communications within a tertiary education context, ideal for students seeking to develop their professional portfolio and industry-ready skills.

<b>Employment Type:</b>	Paid casual internship
<b>Timeframe:</b>	Semester 1, 2026, with possible renewal
<b>Hours:</b>	7.5 per week (flexible, depending on availability and workload)
<b>Hourly Rate:</b>	\$32.31 + superannuation
<b>Reporting to:</b>	Marketing & Communications Team

### Key Responsibilities:

The Marketing Intern will support the Marketing and Communications team with day-to-day activities, including, but not limited to:

- Support the team to plan, develop, and carry out marketing initiatives in the development and distribution of marketing and promotional material
- Creating, editing and publishing content on the website and social media
- Creating, editing and sending email marketing campaigns
- Assisting with administrative duties as required
- Liaising with the House Committee members and other students to support content creation and engagement initiatives

## Selection Criteria

### Essential:

- Professional attitude, is punctual and has respect for confidential information
- Self-motivated, fast-learning, and resourceful
- Strong written and verbal communication skills
- High attention to detail and accuracy
- Excellent organisational and time management skills
- Ability to prioritise and complete tasks
- Ability to work both independently and collaboratively
- Proficient with the use of Microsoft Office (Outlook, Word, and Excel)
- Experience using Canva and Adobe platforms inc. Acrobat
- Familiarity with social media platforms, including Facebook, LinkedIn and Instagram

### Desirable:

- Enrolled in a relevant program related to media, marketing, communications, journalism or a related degree
- Basic knowledge of marketing principles
- Basic graphic design and/or photography skills
- Prior experience managing or contributing to social media accounts
- Interest in higher education, student engagement, or community storytelling

## How to Apply

Please complete the online application form by 5pm Friday, 27 February.

Interviews for shortlisted applicants will be held in person on either Tuesday, 3 March or Wednesday, 4 March.

The successful applicant will commence work in mid-March. There is some flexibility with the start date; please note your preferred start date in your cover letter.

If you have any questions about the role, please don't hesitate to reach out.

# 5. Outreach Assistant

## Position Description

The Outreach Assistant role is a paid student position working within the Admissions & Outreach team. The role will provide administrative, communications, and event support to assist in delivering the core outreach and widening-participation initiatives of the College. This position is ideal for a student who is passionate about increasing access to College and strengthening engagement with underrepresented schools and communities.

## Timeframe:

Semester 1, 2026, with occasional ad hoc work in Semester 2, 2026.

## Hours:

7.5-15 hours per week, with hours spread across Monday-Thursday. Some weekend/ after-hours work may be required for major events. Flexible work is possible during peak study periods.

## Employment Type:

Paid casual position.

## Reporting to:

Head of Arts and Admissions Officer - Caitlin Macdonald

## Remuneration:

The student casual hourly rate is \$32.31 per hour plus super.

## Key Responsibilities

### Events and Representation:

- Recruit, brief, and support student representatives assisting with outreach events.
- Represent St Andrew's College at internal and external outreach activities and events.
- Support the preparation of promotional materials and presentations.

### School Engagement and Collaboration:

- Initiate and maintain contact with career advisers, with a focus on government and regional schools.
- Coordinate logistics for school visits, including scheduling, travel arrangements, and follow-up communication.
- Gather and record feedback from engagement activities to inform future outreach strategy.

### Administrative and Communications Support:

- Draft and send outreach communications.
- Assist with reporting, documentation, and other administrative tasks within the outreach portfolio.

## Selection Criteria

### Essential Skills and Attributes

- A professional attitude and respect for confidentiality.
- Self-motivated, adaptable, and proactive.
- Excellent written and verbal communication skills.
- High attention to detail and accuracy.
- Strong organisational and time management skills.
- Proficiency in Microsoft Office (Outlook, Word, Excel).
- Experience with Canva and Adobe Acrobat.

### Desirable (but not essential)

- Demonstrated interest in access and equity.
- Confident public speaker with strong interpersonal skills.
- Ability to work both independently and collaboratively.

### To Apply

Please apply through the Intranet form. Interviews for shortlisted applicants will be held in early March.

If you have any questions about the role, please don't hesitate to reach out Caitlin Macdonald at [admissions@standrewscollege.edu.au](mailto:admissions@standrewscollege.edu.au)

## 6. Works Team Assistant

### **Position Description**

The Works Team is responsible for building, maintenance and repair work around the College grounds. The Works Team assistant will support the Works team on a casual part-time basis.

### **Key Responsibilities:**

- Setting up and packing down furniture and equipment for events and meetings.
- Assisting with room and space rearrangements.
- Assist with general maintenance and repairs around the College.
- Follow WHS procedures and ensure safe work practices.
- Inspect buildings and public areas to identify issues.

### ***Essential Skills and Attributes***

- Excellent communication and problem solving skills.
- Physically fit, reliable and proactive.
- A commitment to workplace safety.

### **Employment Type:**

Paid casual part-time position.

### **Remuneration:**

The student casual hourly rate is \$32.31 per hour plus super.

### **To Apply:**

Please apply through the Intranet form

# 7. JCR Barista

## About the position:

We are seeking a friendly and enthusiastic Barista to join our team at the JCR Café on a part-time casual basis.

The Barista is responsible for providing efficient and friendly customer service whilst maintaining consistently high levels of food and beverage hygiene and safety to exceed customer service.

## What you'll be doing:

- Taking customer orders and payments.
- Prepare and serve a variety of coffee, tea and other beverages to our customers.
- Provide excellent customer service, ensuring customers have a positive experience.
- Maintain a clean and organised work environment, including clearing tables and restocking supplies.
- Support the team in any other duties as required to ensure the smooth running of the café.

## What we are looking for:

- Previous experience in a customer service or hospitality role, preferably in a café or similar environment.
- Barista skills and knowledge of coffee preparation.
- Excellent communication and interpersonal skills, with the ability to provide friendly and efficient service.
- Ability to work well in a fast-paced, team-orientated environment.
- Attention to detail and a commitment to maintaining high standards of cleanliness and organisation.
- A passion for the JCR Café and a desire to contribute to it's success.

## Employment Type:

Paid casual position.

## Remuneration:

The student casual hourly rate is \$32.31 per hour plus super.

## To Apply:

Please apply through the Intranet form

## 8. Instagram Team Member

The Marketing & Communications Department is looking for a new team to oversee the College's Instagram account for 2026.

### **Position Description**

As an Instagram Team member, you will report on life at St Andrew's College through the student lens. Your role is to showcase life at St Andrew's College to prospective students and university peers by celebrating the wide range of activities, programs, and experiences that make up College Life at Drew's.

### **Timeframe:**

Semester 1, 2026, with the possibility of renewing for Semester 2, 2026

### **Key Responsibilities:**

- Meet regularly with team members to plan content using a shared calendar
- Create, edit, and publish posts, reels and stories
- Produce at least one (1) post or reel per fortnight
- Use Instagram Stories appropriately to promote upcoming events, Drew's News and website articles - minimum one (1) per fortnight per member
- Ensure diverse and balanced content coverage across all areas of College Life
- Maintain professional standards in all posts and adhere to the College's Brand Guidelines
- Respond to Instagram messages in a timely and appropriate manner
- Attend two full team meetings per semester (Week 7 and Week 13).

### **Selection Criteria:**

- Applicants must be current Drew's students entering at least their second year in 2026

### **Essential Skills and Attributes**

- Strong understanding of Instagram and its content tools
- Excellent written communication skills, including punctuation and grammar
- Ability to take feedback and apply best practice
- Strong organisational and planning skills
- Ability to work collaboratively in a team
- Photography and basic graphic design skills

### **Reporting to:**

Marketing & Communications Officer - Mycarla Wilson

### **Remuneration:**

Each member will receive \$400 per semester, paid in two instalments: \$200 in week 7, and \$200 in week 13

Payment is subject to meeting the role's content and participation commitments.

**To Apply**

Please complete the Intranet application form by Friday, 27 February

Shortlisted applicants will be asked to create a post or reel on a specific topic (TBA), which will be published on the College's SM Accounts.

The 2026 Instagram Team will commence work immediately.

If you have any questions about the role, please don't hesitate to get in touch.