



Australian and New Zealand Society of Indexers

Administrative Assistant

Position Description

Role

The core role for this position is to provide administrative support to ANZSI Council and officers. An ancillary role includes provision of support for society conferences, promotion and events, and training courses. Other duties may be added at the discretion of ANZSI Council.

Duties

Duties may include the following:

- Scheduling and recording meetings
- Archiving documents
- Liaising with Webmaster to update the online calendar
- Assisting with preparation of annual reports
- Writing or preparing news items for distribution to members via the newsletter, website or the MailChimp email distribution lists
- Drafting news items for distribution to the public, including via social media channels
- Assisting conference and group convenors with administrative tasks including, where necessary, presence at major events to undertake registration and other tasks at the beginning and during the event. If travel, accommodation and other associated expenses are incurred, these will be met by Council, agreed on a case-by-case basis.
- Administrative support for ANZSI National Indexing Day publicity
- Administrative support for the John Simkin Medal publicity.

It is anticipated that communications for members and the public would be prepared in association with or as directed by the Newsletter Editor, Webmaster and Communications Officer. Similarly the Administrative Officer would work with the President, Secretary or chair of the relevant ANZSI committee as tasks require.

Approved by ANZSI Council 5 February 2018