

Volunteer Student Position Description

Stakeholder Relationships

Title:	Student Volunteer – Stakeholder Relationships	Location:	Business Events Sydney Level 13, 80 William Street Sydney NSW 2011
Reports to:	Stakeholder Relationships Executive	Commencement Date:	
Purpose of Role:	To gain an insight in the tourism and events industry, with activities designed to develop the student's knowledge and also assist the Stakeholder Relationships team to achieve their Key Performance Indicators.		
Dimensions of Role:	To assist the stakeholder relationships team with daily tasks as well as taking ownership of specific projects.		
Key areas of activity	<ul style="list-style-type: none"> • Membership filing • Event Support • Data entry and maintenance of the database • General filing and office administration tasks 		
Essential Requirements:	<ul style="list-style-type: none"> • Minimum commitment of 35 volunteer days (i.e. 1 day a week for 35 weeks) • Final year student, studying tourism, business or a related degree at university or college • Competent with Microsoft Office • Good attention to detail • Excellent communication skills • Enthusiastic and passionate about working in the tourism industry • Insurance from education institution 		