



ST ALOYSIUS' COLLEGE

A Jesuit School for Boys • Founded 1879

COMMUNICATIONS ASSISTANT DUTY STATEMENT

St Aloysius' College is a Catholic, Jesuit day school for boys from Year 3 to Year 12. Situated in the shadow of the Sydney Harbour Bridge, it has an enrolment of over 1200 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit primary and secondary schools and universities.

Established in 1879, St Aloysius' College is committed to an education for each student that proposes Christ as the model for human life; pursues excellence in teaching and learning; and promotes lifelong learning and spiritual growth.

The responsibilities in this Duty Statement are in addition to the requirements set out in the College's policies and may be amended from time to time by the Principal or the College.

The Communications Assistant will report directly to the Director of Communications.

This is an entry level role which provides communications support to the Communications Office team. It carries out a full range of duties as appropriate, as well as developing communications for the College channels.

Duties of the position include but are not limited to:

- Develops content and material for communication channels, both online and various College publications;
- Engages with staff across the College to develop and coordinate operational as well as ad hoc communications;
- Facilitates training for staff and develops pages for the communications platform (intranet);
- Provides assistance as requested to the Communications Office;
- Responds to calls and emails and resolves enquiries and complaints; exercises judgment in explanations; reviews incoming email to determine priority to be attended by the College; refers enquiries to appropriate staff when necessary; tracks those items requiring a response;
- Drafts and prepares agenda items for the Communications Office team meetings; reviews and prepares items submitted by the Communication Team; coordinates agenda items with the Administrative Assistants working for other departments;
- Maintains and updates important records and forms, including electronic records, and maintains an efficient and effective filing system.
- Any other duty as requested by the Principal and/or Director of Communications

August 2020