



Administration Officer

Casual role up to 10 hours per week
Hourly rate - Clerks level 1

About ASTA The Australian Science Teachers Association (ASTA) is a federation of the science teachers associations from all eight Australian states and territories.

We believe that by supporting science teachers, we inspire a new generation of scientists and researchers who can advance scientific research and solve problems that will lead us to a better tomorrow.

Our mission is to harness the collective strength of our state and territory science teachers associations and their membership in advocating for science educators nationally. We work to achieve this mission through advocacy; delivery of national professional development opportunities; national outreach programs, resources, and services of benefit to teachers and students; including the establishment of networks and partnerships across a broad audience.

About the position

Our Administration Officer plays a crucial role in supporting the Association and science teachers nationally through their state and territory associations. This position assists the Association and our team with general administration duties.

The position is a casual role with the possibility of a flexible working schedule, making it an excellent opportunity for someone seeking a balance between professional and personal commitments or study.

ASTA is an officeless organisation with our employees and volunteers all working remotely across Australia.

About you

We are looking for a motivated and organised Administration Officer to join our team. You will need to work independently and efficiently with minimal supervision, ensuring tasks are completed accurately and on time.

This role would suit someone who is looking for the opportunity to learn and develop across areas of administration, operations and project management under the guidance of our team whilst also performing to your strengths.

You will thrive in this role if you enjoy working in a collaborative environment while also being self-driven to complete tasks autonomously.

You are a good fit for this role if you:

- possess excellent communication skills to liaise effectively with internal team members and external stakeholders
- are skilled at maintaining organisational systems and databases
- can juggle multiple priorities and adapt to changing circumstances while ensuring accuracy and attention to detail
- are committed to continuous improvement and professional development.

You will be required to:

- assist with day-to-day administrative tasks
- complete bulk data entries using software and spreadsheets
- maintain our customer databases in Monday CRM
- support with travel and event management tasks
- support key relationships with administration tasks
- assist in various ad-hoc administration tasks and projects as needed
- attend team meetings.

Key Relationships

Internal	
Executive Director	Support with administration tasks and on other matters as requested.
Office & Operations Manager	Reporting Manager. Support with administration and operational tasks.
Programs & Partnerships Manager	Support with administration and various ad-hoc projects as needed.
Communications & Marketing Manager	Support with administration task
External	
Partner organisations, External stakeholders (Government agencies, funding partners, teachers, schools, etc.)	Monitor, address and/or escalate requests and issues.

Selection Criteria

We are looking for someone with the following strengths:

Essential

1. **Strong organisational skills:** Excellent organisational and time management skills and the ability to prioritise workloads, manage conflicting deadlines and adapt to a constantly changing environment.
2. **Teamwork and interpersonal skills:** Strong interpersonal and communication skills, capable of effective and clear oral and written communication, particularly as it relates to problem solving. The ability to build solid, collaborative relationships with colleagues and foster relationships with a broad range of stakeholders.
3. **Computer literacy skills:** Knowledge of word processing, spreadsheets and CRMs.
4. **Data processing:** Implement high volume data, correct data errors and inconsistencies, ensure accuracy and reliability of data.
5. **Agility:** As the Association continues to grow, we are looking for someone who is willing to be flexible and work with us to build the journey ahead.
6. **A team player:** Able to work with diverse teams, provide strategic and operational support to all levels and develop collaborative, supportive professional relationships.