

# JOIN OUR VOLUNTEER *Team!*



## ADMINISTRATION ASSISTANT

Auckland Water Ski Club (AWSC) / uniworlds2025 is seeking volunteer Administration Assistants to work with us on the upcoming IWWF University Waterski Worlds to be held in Auckland in February/March 2025.

We are looking for student volunteers to help run our back office systems and processes prior to and during the event. This is a great opportunity for someone to gain practical skills and a valuable reference for their CV.

### *KEY TASKS AND RESPONSIBILITIES*

- Assisting Team Registration. Administration Assistants will need to be available during Team Registration on the 23rd and 24th of February at the Heritage Hotel Auckland.
- Assisting in payment processing throughout the event.
- Assisting the Tournament Director in duties where required, prior to the event and onsite at the Orakei Basin during the event from 26 Feb until 2nd March.

### *IS THIS ROLE FOR YOU?*

- This role would be suited to a student who is studying accounting or business administration and/or with an interest in event management.

## *WE ARE LOOKING FOR SOMEONE WHO:*

- Has an outgoing personality and ability to work as part of a team.
- Is well mannered and has empathy for others.
- Has a can do attitude.
- Is calm under pressure.
- Has well-developed organisational and problem-solving skills.
- Is able to take initiative, exercise judgment and work without supervision.
- Can conduct themselves in a professional manner by being punctual and reliable.

## *KEY INFORMATION*

- The Administration Assistant role will start in early February 2025 and will continue until the completion of the event.
- Administration Assistants will need to commit to time during Team Registration on the 23rd and 24th of February at the Heritage Hotel Auckland, and onsite at the Orakei Basin during the event from 26 Feb until 2nd March.
- No accommodation or travel expenses will be covered.
- Lunch will be provided on event days.