



University Cancer Case Competition (UCCC)

Logistics Officer

Position Description

REPORT TO: Director of UCCC

TIME COMMITMENT: 1-3 hours/week

LENGTH OF TERM: 6 months

What you will get out of it

- Being part of a committed team that values your input
- Sharpen your communication skills in a professional setting
- Developing your event planning and other logistical skills
- Exploring your interest in public health in the context of cancer
- Making connections within the University of Melbourne and other relevant cancer, public health or academic bodies
- Being involved in an innovative, youth-led project that has societal value

Key roles and responsibilities include

- Facilitating the logistical strategy for the UCCC 2019, such as assisting in the sourcing of sponsors or partners, award procurement, competition screening processes, and venue or catering management
- Being a representative of UCCC during liaison with relevant cancer, public health or academic bodies
- Attending ACHSC consultation meetings and reporting back to the team

Key Characteristics

- Takes initiative and is committed to contribute to team goals and tasks
- Excellent organisation skills
- Strong interest in cancer and public health
- Strong interpersonal skills, including verbal and written communication
- Experience or background in event management is highly desirable, but not necessary

The ACHSC hopes to nurture a generation of cancer-literate individuals armed with the knowledge to make a substantial contribution towards realising a world free of cancer.

Apply at <https://goo.gl/forms/CB1uB8vWzYgxwXL2>