

Position Description

Student Community Engagement Officer

FTE: 1 FTE, Ongoing

Level: 4.1

Created and Updated March 2022

Reports to: Manager Student Engagement and Communications.

Level of supervision: Routine supervision provided and will be provided extensive professional development opportunities.

Position purpose

The role provides support to the Manager Student Engagement and Communications with detailed planning/implementation and evaluation of student engagement activities and events based on increasing graduate student engagement, and improving inclusion and support. The role will meet the functions of GSA elected representatives and meet the objectives of:

- Promote healthy, engaged and socially connected communities.
- Create fun, social events that are well planned and evaluated and build a strong GSA community.
- Create greater outreach and awareness of GSA (its purpose and services) via events and activities.
- Help create an image and impression of GSA commensurate with the brand values and operational values of GSA.

The role will work with the Student Engagement and Communications team to support wider student engagement work by organizing forums, drop in sessions, marketing activities, engagement both internally and externally with range of stakeholder engagement and assisting to coordinate events for all the student engagement team. The role will also be a point of contact for all elected representatives to identify the best staff contact who can assist them with concerns, resourcing and other liaison work across the student engagement team.

Key Responsibilities

Main tasks

Planning and Implementation

- With support from the Student Engagement and Communications Team, plan, execute, coordinate and evaluate GSA face-to-face and online activities, including orientation and all other wellbeing programs.
- Design and execute activities to support GSA's initiatives as per the operational plan.
- Offer leadership role for events/activities in conjunction with other staff members to ensure events/activities run smoothly.
- Support and resource the established working groups to improve engagement and consultation process with graduates during the planning and implementation phase.

- Document all event management activities and work with Managers and Program Director to manage risks.
- Ensure the success of the orientation program, including UoM Faculty Orientation collaborations.

Relationships and Stakeholder Management

- Meet and greet relevant suppliers and partners.
- Liaise with GSA stakeholders (including those scheduled by the Staff, GSA Board, Representative and Faculty Council and potentially affiliated Graduate Groups) – this includes working with colleagues and the UoM more broadly.
- Liaise with the Engagement and Communication Team to ensure events are promoted
- Collaborate and support GSA Grad Groups where necessary.
- Liaise with UoM Faculties to ensure better partnerships and communication with GSA.

Risk Management and Evaluation

- Look to provide events and activities with a cost-effective nature, which includes sourcing competitive suppliers.
- Ensure that OHS requirements are met in running events, notifying the Manager Student Engagement and Communications of any concerns.
- Evaluate all events, this includes providing post event/activity and meet the objectives set out in the evaluation framework.

Other Duties

- Assist the Manager Student Engagement and Communications with.
 - Map out short-term event and marketing calendars;
 - Develop risk plans for all responsible activities;
 - Review new event strategies and tactics.
 - Contribute to team discussions and projects as requested.
- Maintain digital files and records.

Key Selection Criteria Mandatory

- Postgraduate degree level, or equivalent, Community Development/Community Engagement; or completion of other relevant qualifications and subsequent work experience.

Other criteria

- Administration and scheduling experience required.
- Event or project management experience.
- Experience with Outlook Calendars, Eventbrite, Microsoft office Suite and Adobe Creative Suite.
- Knowledge and experience undertaking event planning, implementation and evaluation.
- Skills in collecting data and writing reports for the CEO and Board.
- Excellent community engagement skills and experience working with diverse groups.

Please note: This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only, i.e. that relate to a role of a Communications Officer

Acknowledgement

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY

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Employee

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Date

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Manager

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Date