

Position Description

Student Engagement Officer – Representative Council

Created: May 2021

Reports to: Manager Student Engagement & Communications

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

Position type: Full-Time Fixed term until December 2022

Level: 4.1

Position purpose

The purpose of this role is to provide support to the newly elected Representative Council Members to undertake student engagement activities directly related to their cohort and their work in collaboration with the other members of the Student Engagement Team and the Policy Advocacy Team. This role will also work closely with the CEO by being the point of contact for all general GSA enquiries in relation to operational issues for the Representative Council and Faculty Council members perform student support activities as directed.

Main tasks

Student Engagement Activities and Liaison role for the Representative Council Members

- Work with the Representative Council Member, Manager Student Engagement and/or Manager Policy and Advocacy to support the organizing and facilitation of the townhall events with the specific cohorts as determined by the workplan.
- Ensure the Representative Council Members are regularly updated on all student engagement events and activities to increase and support their participation.
- Disseminate and coordinate any responses and feedback from Representative Council members on policy issues or submissions as directed by the Managers or CEO.
- Support the Representative Council Members to organize stakeholder meetings and maintain contact lists of the stakeholders centrally to support information management at GSA.
- Support the Managers and the Representative Council Members to recruit members to working groups and sub-committees and assist with meeting preparations as directed by the Managers.
- Assist the Representative Council Members with the Communication strategies and liaise with the communication team to ensure timely support.
- Assist with the training and induction of Representative Council Members as directed by the Managers.
- Support Manager Student Engagement with administrative and other student engagement tasks when required.

Support - Chief Executive Office

- Assist the CEO in matters relating to Elections, and other governance/compliance documentation.
- Assist the CEO to organize and coordinate the Faculty Council Meetings and regular information dissemination.
- Other administration tasks to support CEO with the role.

Judgement and problem solving

- Solve routine problems under supervision and perform tasks which require proficiency in the work area's rules with broader organizational knowledge.

Key Selection Criteria

Essential Criteria

- Bachelor's degree, with experience in project management and stakeholders' communications
- Experience and knowledge of student lead organizations and University settings.
- Experience in event management/community development or marketing activities.
- Knowledge and understanding of good customer service practices
- Good verbal and written communication skills
- Knowledge and skills of Microsoft Office Skills
- Organizational and time management skills.

Desirable criteria

- Proficiency with Microsoft Office suite
- Previous administration work in the non-profit sector will be advantageous.

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 Student Information 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