

Student Engagement Officer - Programs

Part-time fixed term (until December 2022) opportunity exists for a community engagement professional to join the University of Melbourne Graduate Student Association (GSA).

About GSA

The University of Melbourne Graduate Student Association (GSA) is the independent representative organisation for all graduate coursework and research students at the University of Melbourne. GSA is led by an elected Council of 15 graduate students, and on behalf of over 30,000 constituents represents graduate student interests to the University and wider community, provides facilities and services, delivers events and activities to promote graduate student community and academic excellence, and supports 149 affiliated graduate student groups.

As the largest dedicated postgraduate association in Australia, GSA's vision is for cohesive communities that actively empower graduate students to achieve meaningful holistic outcomes and experiences. Our mission is to enable and build these communities through proactive, responsible representation and advocacy; purposeful, impactful services and support; and strong partnerships with the University of Melbourne and relevant stakeholders and agencies.

About the role

The role provides support to the Manager Student Engagement with detailed planning/implementation and evaluation of student engagement programs based on the graduate needs to increase participation, inclusiveness and support for all UoM graduates.

The role is will project manage, implement and execute the activities, events and key staff and council functions of GSA meeting its objectives of:

- Improved healthy, engaged and socially connected communities.
- creating fun, social events that help build a strong GSA community
- creating greater outreach and awareness of GSA (its purpose and services) via events and activities
- helping to 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 Officer – Grad Groups, Training and Development Officer, and the Stakeholder Engagement and Communication Officer to support marketing capacity, engagement both internally and externally, including social media, stakeholder engagement, events, publications and digital media for all the student engagement activities as per the agreed responsibilities. The role will ensure the information on events and activities are updated regularly on the website and information on student engagement is prepared for all the EDM and promotional materials.

Please see the attached position description for more details.

Applications (including CV, Cover Letter, and a response to the Key Selection Criteria) can be sent directly to jobs@gsa.unimelb.edu.au

Applications are due by the 19th February 2021, by close of business 5pm. Please include the title of the role in the email subject.

Any enquiries can be directed to Tevita Lesuma on 0411 732 138 (Monday-Friday 9am-5pm only)