

Position Description

Student Engagement Officer - Graduate Groups

FTE: 0.8 FTE, Fixed Term 2-year, part-time contract

Level: 3.1

Created: September 2020

Reports to: Manager Student Engagement

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

Position purpose

The Student Engagement Officer – Grad Groups will ensure there are extensive engagement strategies undertaken to develop and facilitate new Grad Groups, and ensure Grad Groups are connected, consulted, and supported by GSA to meet their objectives. The role will support collaboration between Grad Groups with common interests, and link grad groups with the GSA Student Engagement and Representation teams to ensure their work is valued and supported.

Main tasks

Grad Group engagement and support

- Coordinate the establishment, maintenance and support of new and existing Grad Groups by providing them with information, induction support and any relevant assistance.
- Maintain Grad Group Portal and undertake regular and effective communication with Grad Groups.
- Develop and maintain resource materials for Grad Group leaders, and work with the Training and Development Officer to offer training and support.
- Conduct quarterly Grad Group Leaders forums to support collaboration and information sharing.
- Develop EDMs and other communication strategies with the Stakeholder/Communication Officer to promote GSA activities to the Grad Groups (and vice versa).
- Assist with training Grad Group leaders in Grad Group administration requirements in collaboration with the Grad Group Finance and Administration Officer and Manager Business Operations.
- Assist with planning and delivery of events for Grad Group leaders in collaboration with the Student Engagement Officers.
- Organise events/ activities that support Grad Group consultation for GSA Board, other student council members and staff to seek input on GSA key issues.

Grad Group administration

- Maintain accurate databases of Grad Groups, Grad Group leaders and other relevant stakeholders
- Administrate affiliation and reporting requirements of Grad Groups
- Monitor and process funding requests and applications from Grad Groups
- Lead the ongoing improvement of administration systems for Grad Groups
- Answer graduate student queries about Grad Groups
- Offer referrals to ensure affiliation and reporting requirements of Grad Groups
- Undertake ongoing monitoring and evaluation of Grad Groups, as well as Grad Group engagement and administration processes
- Liaise and support GSA Operational team improvement of administration systems for Grad Groups
- Assist the Student Engagement team with all related events and activities

Communication

- Liaise and share information with Communications team to support communication with and about Grad Groups
- Liaise with Grad Groups to promote GSA and its activities

Other duties

- Contribute to team discussions and projects
- Undertake filing, data entry, and maintenance of digital files and records

Key Selection Criteria

- Bachelor/Postgraduate qualification in Community Engagement/Marketing/Public Relations essential
- Knowledge and understanding of community engagement work
- Experience in events/activities management
- Excellent knowledge and understanding of operations of clubs, societies and/or incorporated associations
- Good verbal and written communication skills
- Knowledge and skills of Microsoft Office Suite, with particular focus on Excel
- Organisational and time management skills

Judgement and problem solving

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

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.

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

SIGNED ON BEHALF OF THE ASSOCIATION

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Chief Executive Officer

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Date