

## Position Description

### Student Engagement Officer

**FTE:** 1 FTE, Ongoing

**Level:** 3.1

**Created and Updated** October 2022

**Reports to:** Lead Student Engagement Officer

**Level of supervision:** Routine supervision provided.

#### Position purpose

This role is responsible for providing support to the Lead Student Engagement Officer (LSEO) with planning, delivery and evaluation of student engagement activities and events. 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 outreach and awareness of GSA (its purpose and services) via events and services.
- Help create an image and impression of GSA commensurate with the brand values and operational values of GSA.

The role will work with the broader LSEO and the Student Engagement and Communications Team to support student engagement and marketing to deliver events and services to graduate students.

#### Key Responsibilities

##### Main tasks

- Assist with planning, coordinating, delivering and evaluating GSA events and services.
- Engage with graduate students before, during and after GSA and partner events and services, including student outreach on campus.
- Collaborate across the organisation to ensure high quality student engagement.
- Perform administrative tasks associated with events and services, including managing participant lists and EventBrite, emailing students, event and service set up and pack down, managing databases and other IT resources.
- Support, resource and improve engagement and consultation processes for GSA Working Groups.
- Work with LSCEO to manage event and service risks.

##### Relationships and Stakeholder Management

- Meet and greet relevant suppliers and partners.
- Support external suppliers and partners to ensure the delivery of high-quality events and services.
- Collaborate with GSA stakeholders (e.g., staff, UoM, Board, Representative and Faculty Council, and Grad Groups),
- Collaborate with the Communication Team to ensure events are promoted effectively and in a timely manner.

- Collaborate and support GSA Grad Groups, where necessary.
- Liaise with UoM Faculties to foster positive partnerships.

**Risk Management, Budget, and Evaluation**

- Work with LSEO to budget events and services and ensure projects stay on track.
- Source supplier quotes in line with relevant Procurement and Finance Policies.
- With support from LSEO , evaluate event and service risks and implement mitigation strategies.
- Ensure OHS requirements are met for events and services, notifying the LSEO of any concerns.
- With support from the team, assist with evaluation tasks.

**Other Duties**

- Work with LSEO to map out short-term event and marketing calendars.
- Contribute to team discussions and projects as requested.
- Maintain digital files and records.

**Key Selection Criteria Mandatory**

- 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.
- Engagement experience, preferably with young people.
- Experience with Outlook Calendars, Eventbrite, Microsoft office Suite.
- Event and service , preferably with young people..
- Skills in collecting data and writing reports.
- 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 Student Engagement 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