

## POSITION DESCRIPTION

### EDUCATION PRESIDENT - UNDERGRADUATE

Reporting to:	State President
Compensation:	\$10,000
Time Commitment:	8 hours per week (part-time)
Location:	Australia-wide
Date:	1 November 2023 – 1 December 2024 It is compulsory that all representatives attend the Student Leader Onboarding Workshop and the two-day Student Leader Conference held in November 2023.

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## 1.0 Organisation Description

The Tasmanian University Student Association (TUSA) was founded in 1899, is one of the oldest Student Unions in Australia, and is recognised as the peak student body representing all students attending the University of Tasmania (UTAS).

The overall responsibility for the TUSA is overseen by our Board of Management (BoM), which consists of elected student representatives, external/lay members (appointed by BoM) and university representatives (appointed by UTAS), and is the employer of staff, who work with us to be an organisation 'run by students, for students'.

The TUSA is focussed on mobilising and enabling UTAS students to have their voices heard, and to be part of a community beyond the confines of the classroom. The TUSA aspires to facilitate this through student representation, the provision of clubs and societies, initiatives and independent student advocacy. We are an organisation focussed on realising the potential of our student base and providing opportunities for the cultivation of unique and exciting ideas that create meaningful and sustainable impacts for UTAS students.

## 2.0 Position Summary

The TUSA Education President – Undergraduate is primarily responsible for the academic representation of all undergraduate students at the University of Tasmania. The incumbent is a member of the TUSA State Council, the University's Academic Senate, and any other committees to which they are nominated by the State President, both within the TUSA and the University.

Given that the incumbent's core responsibility is academic representation, it will be necessary for the position holder to have a high degree of connectivity with various academic societies across all UTAS campuses. The incumbent must endeavour to be an effective conduit between University committees, the TUSA and academic societies. Further, the incumbent must make efforts to be up to date on the data profile of undergraduate students at the University of Tasmania. The incumbent must maintain

excellent working relationships with the State President, the State Council, the TUSA Student Experience team, relevant staff members and any relevant external organisations.

## 3.0 Key Performance Areas

### 3.1 Specific Accountabilities

- Liaise with Education President – Postgraduate to establish and/or amend TUSA College Academic Committees.
- Work with Education President – Postgraduate and the TUSA Experience Leaders to support academic societies to shape their systems, structures and cultures to support enhanced distance, undergraduate and postgraduate student representation.
- Establish best practice framework for academic societies seeking to represent their students more effectively.
- Attend no less than two TUSA College Academic Committee meetings per ordinary semester and bring to the attention of academic society delegates any agenda items relevant to their respective Schools, Faculties or Colleges.
- Be the lead student representative on the Unit Courses and Unit Proposals Committee (UCUPC) while also sitting on other Academic Committees as determined by the State President.
- Hold semi-regular meetings with undergraduate students that are underrepresented by an existing academic society to understand their issues and needs.
- Work with the Academic TUSA Experience Leader's (TELs) to assist in promotion of TUSA strategic and operational initiatives including but not limited to Academic and Non Academic Influence Plans.

- Brief the State Council and upon request, the State President or CEO on any urgent issues relating to the academic concerns of the student community at the University.

### 3.2 All Representatives

- Throughout the performance of these duties, it is a requirement that at all times, Council members act in good faith, adhere to the TUSA Constitution, and comply with all TUSA and required UTAS governance instruments and codes of conduct.
- Regularly update the student body on State Council initiatives and concerns.
- Other activities may include, but are not limited to:
  - Attend and submit reports to 75% of all State Council meetings, agreed UTAS Committee meetings and BoM meetings, as applicable, and communicate outcomes to TUSA and the student body
  - Leading delegations at conferences
  - Recruitment & selection
  - Presentations, public speaking and giving interviews
  - Event and project planning and delivery
  - Inter- and intra-state travel
  - Planning and overseeing student insight and consultation activities, e.g., surveys and focus groups
  - Drafting policy and position papers
  - Writing grant applications
  - Networking and building professional relationships

### 4.0 KPI's

- Attendance at 75% of required meetings (TUSA & UTAS focused)

- Hold monthly meetings with Academic TELs and the distance TEL
- Submission of monthly report to State Council;
- Completion of handover report for successor;
- Attendance at strategic and operational workshops/forums/meetings as indicated by the TUSA Calendar, Meetings Framework or the CEO or President;
- Attendance at Monthly One on One Meeting and a quarterly People Insight Session with State President to discuss progress against performance and development plan.

If the relevant councils deem that the incumbent is failing to fulfill their responsibilities; the council may, after sufficient warning and opportunity for improvement has been given, call for the incumbent honorarium to be reduced, or for the incumbent to be removed from the position.

## 5.0 What the Job Requires (Success Profile)

### 5.1 Attributes & Behaviours

- **STUDENT LED** – understands and empathises with the needs and aspirations of students; maintains constant focus on improving student experience and makes decisions informed by student insight and based on creation of value for the students.
- **CONNECTED** - demonstrates drive to develop open, honest and mutually beneficial relationships with all stakeholders in order to positively impact the organisation; Able to build wide and effective networks of contacts inside and outside of TUSA.
- **BOLD** - Seeks opportunities to transform the business and supports others through the change process; promotes the cultivation of unique and exciting ideas which enable students to achieve their desired results; open to new

ideas and willing to think 'outside the box' to allow TUSA to continue evolving to keep up with the changing pace of society.

- **EFFECTIVE** - seeks to use their attributes to their utmost to enable TUSA to deliver on strategic goals while empowering students to learn and grow; sets clear direction and standards and delivers performance by empowering & developing others and recruiting talent.
- **KIND** - builds capacity by listening and building an understanding of others and then investing in their development; able to adapt own interpersonal style and show sensitivity to different cultures or backgrounds.

## **5.2 Skills & Experience (Essential)**

- The incumbent shall be a currently enrolled student at the University of Tasmania and remain a currently enrolled student for the duration of their term. A currently enrolled student is defined under Clause 18.1 of the UTAS Student Participation and Attainment and the TUSA Election Policy.
- The incumbent shall be an undergraduate student at the University of Tasmania, pursuant to Section 3.1 of the UTAS Student Participation and Attainment Ordinance.

## **5.3 Skills & Experience (Desirable)**

- Experience working with TUSA i.e. in State Council or SRC roles or as part of a TUSA affiliated Society (ideally academic) or Club or other community groups or UTAS student leadership role.
- Experience supervising, supporting and resourcing volunteers.
- Demonstrated ability to work with multiple stakeholders and contribute effectively as part of a diverse team.

## 6.0 Time Commitment

The expected time commitment for this role is an average of 8 hours a week over a 48-week period across 13 months and may require after-hours work to attend functions, attend meetings and to complete work.

## 7.0 Relationships

### Key Relationships Internal:

- State Council members
- CEO
- TUSA Board of Management
- TUSA Staff

### Key Relationships External:

- University of Tasmania students
- University of Tasmania Committee members & key staff members
- Relevant Clubs & Societies and UTAS Community Groups
- General Public