[Insert Club / Society Name] International Student’s Officer

|  |  |
| --- | --- |
| **Name:** |  |
| **Contact Phone:** |  |
| **Contact Email:** |  |
| **Location:** |  |
| **Start Date / End Date:** |  |  |

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# 1.0 Organisation Description

The **[Insert the name of your Club or Society]** herein referred to as the Club is affiliated with the Tasmanian University Student Association (TUSA) which was founded in 1899, one of the oldest Student Unions in Australia, and is recognised as the peak student body representing all students attending the University of Tasmania.

The overall responsibility for the TUSA is overseen by their 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 Club and the TUSA are focused on mobilising and enabling UTAS students to have the best University experience possible through Academic and Special Interest clubs and societies and to be part of a community beyond the confines of the classroom. The Club and the TUSA are focused 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 role of the International Student’s Officer is to advocate for and address the unique needs, concerns, and integration challenges faced by international students, fostering a supportive and inclusive environment in the Club. The key component of this role is to collaborate with other elected members of the executive committee, sub-committees, and members and advocate for international students.

The Club International Student’s Officer is a key player in assisting and collaborating with the TUSA in creating a vibrant and contemporary student representative organisation that enables UTAS students to shape their university experience.

# 3.0 Key Performance Areas

**3.1 Leading a successful Club / Society**

1. **AMBASSADOR:** Represents the Club, TUSA and UTAS in a professional and positive manner.
2. **CONSTITUTION, RULES, AND POLICIES:** Has a solid working knowledge of the Club constitution, rules, and policies (including TUSA’s policies and codes of conduct) and drives and supports their team to ensure good governance of the Club. Has oversight over the actions of their committee and members and ensures that TUSA/UTAS procedures and policies are adhered to including, but not limited to, behaviour, equity, diversity and inclusion, events, activities, and prescribed duties in an equitable manner.
3. **ENGAGEMENT:** Consults and collaborates with society members and key stakeholders, using these contributions at Equity Committee meetings held by the EDI.TEL and/or the TUSA Equity President to help support on going advocacy for international students at UTAS.
4. **STRATEGIC DIRECTION:** Helps set the club's direction, prioritise goals and oversee the delivery of outcomes, in consultation with, and to support international students in the Club. Assists the executive committee with succession planning for future roles to facilitate the ongoing success of the Club.
5. **ADVOCACY AND REPRESENTATION**: Being acutely aware of the challenges faced by international students, the International Student’s Officer actively advocates for the needs and concerns of international students within the society/faculty. Serving as a dedicated representative, the officer ensures the international student perspective is considered in society discussions and decision-making processes, while also educating club members about the unique experiences and perspectives of international students. This proactive approach encourages utilisation of the role and fosters an inclusive environment where everyone feels supported.
6. **SUPPORT**: Maintaining an awareness of available support services for international students, the International Student's Officer provides comprehensive information and assistance regarding university services, resources, and support networks. Additionally, the officer actively creates an inclusive space for facilitated discussions and connections, aiming to foster an environment where international students can seek and receive the support they need.
7. **PASSIONATE**: Demonstrates and shares a passion for promoting gender equality and advocating for women’s rights; understands and empathises with the needs of women and non-binary people in the Club and maintains a focus on improving their experiences by advocating for them.
8. **EVENTS AND COLLABORATION**: Dedicated to enhancing cross-cultural connections, the International Student’s Officer organises networking events that bridge the gap between international and domestic students, fostering meaningful connections. By fostering a sense of community within the society, the officer encourages increased involvement of international students, creating an inclusive environment where diverse perspectives thrive. Additionally, the officer ensures continuous communication by keeping international students well-informed about club activities, events, and opportunities, promoting active engagement within the broader community.

**3.2 All Club** **members**

1. Practices and demonstrate safe work practices to ensure the well-being of executive committee members, students, members, and other stakeholders.

# 4.0 What the Job Requires (Success Profile)

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| **4.1 Attributes & Behaviours** |
|  | * **STUDENT LED:** Understands and empathises with the needs and aspirations of students; maintains a constant focus on improving the student experience and makes decisions informed by student insight and based on the creation of value for the students.
* **CONNECTED:** Demonstrates the drive to develop open, honest, and mutually beneficial relationships with all stakeholders in order to positively impact the Club; Able to build wide and effective networks of contacts inside and outside of the Club.
* **BOLD:** Seeks opportunities to develop the Club and supports others through the change process; produces new and innovative ideas, approaches and insights and produces a range of solutions to challenges.
* **EFFECTIVE:** Seeks to use their attributes to their utmost to enable the Club to achieve goals while empowering students to learn and grow; sets clear direction and standards and delivers performance by empowering and developing others and recruiting talent.
* **KIND:** Builds capacity by listening and building an understanding of others and supporting their development; able to adapt own interpersonal style and show sensitivity to different cultures or backgrounds.
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| **4.2 Experience & Qualifications** |
|  | Essential:* Personal experience as an international student
* Demonstrated ability to work with a diverse range of team members and employment arrangements i.e., volunteers and key stakeholders, such as the TUSA, and the University of Tasmania
* Highly developed written, oral, and interpersonal skills
* Currently enrolled student at UTAS.

Desirable:* Demonstrated understanding of the current and future needs of international students within Higher Education
* Experience working with people from various cultural backgrounds and lived experiences
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# 5.0 Relationships

|  |  |
| --- | --- |
| **Key Relationships Internal:**Executive Committee MembersInternational Student’s OfficerEquity OfficerSub Committee(s) MembersMembers – students and associates | **Key Relationships External:**TUSATUSA State CouncilClubs and societies’ executive committeesUTASLocal councils, businesses, and organisationsState, federal, and international organisations |
| 6.0 Role Acceptance

|  |  |
| --- | --- |
| **Incoming President Signature:** |  |
| **Name:** |  |
| **Date:** |  |
|  |
| **Outgoing President Signature:** |  |
| **Name:** |  |
| **Date:** |  |

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# 7.0 TUSA Resources

**7.1 TUSA C+S Handbook**

1. [TUSA C+S Handbook](https://www.tusa.org.au/club-society/)

**7.2 TUSA Website**

1. [www.TUSA.org.au](http://www.TUSA.org.au)
2. [Running a Club or Society](https://www.tusa.org.au/running-a-club-or-society/)

**7.3 Rubric (QPay)**

1. [www.GetQPay.com](http://www.GetQPay.com)