

POSITION DESCRIPTION

EDUCATION PRESIDENT - POSTGRADUATE

Reporting to:	General Secretary
Honoraria:	\$12,310
Time Commitment:	10 hours per week
Location:	Australia-wide
Date:	1 November 2026 – 1 December 2027 It is compulsory that all representatives attend the Student Council Onboarding Workshop on October 26 and 27, 2026, the Student Leaders Conference on October 28 and 29, 2026, and the Student Council Onboarding on February 2, 2027.

1.0 Position Summary

The Tasmanian University Student Association (TUSA), 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.

The central aim of the TUSA is to mobilise and enable UTAS students to have their voices heard, and to nurture a sense of community for students. The TUSA aspires to facilitate this through student representation, the support of TUSA Clubs and Societies, and independent services that meet specific student needs, including the Student Advocacy Team, Student Legal Service, and TUSA Food Security Program.

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

While the incumbent's core responsibility is academic representation of students, it is also necessary for the incumbent to engage with stakeholders and to remain abreast of issues affecting higher education in Tasmania and nationally. These stakeholders may include the Council of Australian Postgraduates Association (CAPA) and Clubs and Societies affiliated with the TUSA. The incumbent must be up to date on the data profile of postgraduate students at the University of Tasmania. The incumbent must maintain excellent working relationships with the President, the General Secretary, the Student Council, the TUSA Student Experience team, relevant staff members and any relevant external organisations.

2.0 Key Performance Areas

2.1 Specific Accountabilities of Postgraduate President

- Liaise with Education President - Undergraduate and Education President – Online to conduct regular formal consultation forums with students and academic Clubs & Societies.
- Work with Education President – Undergraduate, Education President – Online, and relevant staff to support academic societies to shape their systems, structures and cultures to support enhanced distance, undergraduate and postgraduate student representation.
- Liaise regularly with the Postgraduate TUSA Experience Leader (TEL) to assist in the development and promotion of TUSA events and activities targeted at postgraduate students.
- Be the lead student representative to the Academic and Research Quality Assurance Committee.
- Work closely with existing postgraduate societies to expand their membership, profile and representation strategies, and support the establishment of new postgraduate societies.
- Brief the Student Council and, upon request, the President or General Manager on any urgent issues relating to the Postgraduate community at the University.

- If elected by the Student Council to do so, to sit as a voting member on the TUSA Board of Management, as per Section 14 (a) (vi) of the TUSA Constitution, and/or a Sub-Committee of the Board.

2.2 Key Responsibilities of All Student Council Members

- Throughout these duties, it is a requirement that 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 Student Council initiatives and concerns.
- Other activities may include, but are not limited to:
 - Attend and submit reports to at least 75% of all Student Council meetings.
 - Attend at least 75% of agreed UTAS Committee meetings.
 - Attend TUSA Board and/or Subcommittees as required.
 - Attend TUSA signature events, including Semester 1 and Semester 2 Orientations and Clubs & Societies Days.
 - Lead delegations at conferences.
 - Recruitment & selection.
 - Presentations, public speaking and giving interviews.
 - Event and project planning and delivery.
 - Inter- and intra-state travel.
 - Plan and oversee student insight and consultation activities, e.g., surveys and focus groups.
 - Draft policy and position papers.
 - Write grant applications.
 - Network and build professional relationships.
 - Volunteer in TUSA Hubs, as applicable based on location.

3.0 KPIs

- Attend and submit reports to at least 75% of all Student Council meetings.
- Attend at least 75% of agreed UTAS Committee meetings.

- Attend at least 75% of BoM meetings, as applicable, and communicate outcomes to TUSA and the student body.
- Given continued affiliation, to sit as the TUSA member and engage closely with the Council of Australian Postgraduate Associations (CAPA).
- Complete handover report for successor.
- People Insight Plan in place with the General Secretary.
- Attend strategic and operational workshops/forums/meetings as indicated by the TUSA Calendar, Meetings Framework or the General Manager.
- Attend a monthly one on one meeting with the General Secretary.
- Attend Semester 1 and Semester 2 Orientations and Clubs & Societies Days.

If the incumbent fails to fulfill their responsibilities; the council may, following consultation with the TUSA Board, and 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.

4.0 What the Job Requires (Success Profile)

4.1 Personal Attributes

- Embody and work with the intent of reflecting the core TUSA Values – Student-Led, Connected, Bold, Effective, and Kind.
- Demonstrated experience in student leadership, communication, collaboration, initiative, and community building.

4.2 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 Ordinance, and outlined in the TUSA Election Policy.
- The incumbent shall be enrolled in coursework units totalling a minimum 12.5 credit points, or in a Higher Degree by Research program, as applicable.
- The incumbent shall furthermore meet the candidature requirements outlined by the TUSA Election Policy.

- The incumbent shall be a postgraduate student of the University of Tasmania, meaning they are undertaking further study for a higher qualification following the successful completion of a bachelor's degree (or equivalent recognition).
- The incumbent shall obtain a Registration to Work with Vulnerable People (RWVP). Where the incumbent does not have an existing valid RWVP, an application following election must be submitted and issued prior to commencement of the role on 1 November 2026. TUSA will cover the costs for new applications.

4.3 Skills & Experience (Desirable)

- Experience working with TUSA i.e. in Student 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.

5.0 Time Commitment

The expected time commitment for this role is an average of 10 hours per week over a 51.5-week period across 13 months and may require after-hours work to attend functions, attend meetings, and to complete work.

6.0 Relationships

Key Relationships Internal:

- Student Council members
- TUSA Executive Team
- 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

- Council of Australian Post-Graduate Associations (CAPA)
- General Public