



POSITION DESCRIPTION

O'WEEK STUDENT DIRECTORS Transition Office Office of the Deputy Vice-Chancellor (Academic)

THIS IS A RESTRICTED POSITION THAT IS ONLY OPEN TO STUDENTS WHO ARE CURRENTLY ENROLLED AT FLINDERS UNIVERSITY, WITH A PROPOSED ENROLMENT FOR SEMESTER 1 2016

Organisational Unit:	Transition Office
Length of Service:	Fixed Term from April 2015 - March 2016
Closing date:	Friday, 27 th of March 2015
Honorarium:	\$1,000 pro rata (based on meeting KPI's)

KEY PURPOSE

Key Strategy 3: *Enhancing the Student Experience* of the University's Strategic Plan, commits the University to creating an out-of-classroom environment that delivers a positive and vibrant experience for all students. The University values the voice that students contribute to its decision-making and is committed to working with student representatives and the general student population to enhance opportunities for effective student participation and advocacy.

The quality of a student's first year experience can be a determining factor in their attrition or retention. A well-designed Orientation program is an important part of achieving that aim. It has the potential to engage students with the University in a positive way, both academically and socially.

O'Week Student Directors are recruited to provide advice to Flinders One and the Flinders University Student Association (FUSA), under the auspices of the Transition Office, with regard to formulating a program of events and activities for O'Week in both semesters.

ORGANISATIONAL ENVIRONMENT

The position is located in the portfolio of the Deputy Vice-Chancellor (Academic) and reports directly to the Transition Office.

KEY RESPONSIBILITIES & OBJECTIVES

O'Week Student Directors will be responsible for:

Attending and contributing to regular meetings, which will occur as required (approximately every one to three weeks) from April (with a break from mid-December until mid-January) with the purpose of:

- Offering advice to Flinders One and FUSA on what social events and activities should be included in O'Week
- Working as a team to develop a set program of events and activities for O'Week including the overarching theme, quantity and variety of events and activities

There is also an expectation that the O'Week Student Directors will be involved in events and activities during O'Week.

SELECTION CRITERIA

Essential criteria

1. Be a currently enrolled student of Flinders University, with a proposed enrolment for Semester 1 2016.
2. Ability to use effective verbal communication skills including conveying opinions in a constructive manner and working as a team
3. Ability to contribute as a team member to the process of generating ideas and concepts for events and activities for O'Week
4. A strong interest in student engagement and welfare
5. Ability to commit to the time involved

Desirable criteria

1. Knowledge with regards to student events

SELECTION OF CANDIDATES

Candidates will be evaluated on merit against all of the various components that make up this position description. Assessment will take into account all information that is determined to be appropriate, e.g. written application, qualifications, interview and work samples.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

CONTACT DETAILS

For further information about the position contact: Dr. Sandra Egege Ph: 8201 7676.

Candidates are encouraged to discuss the position with the contact person before sending in a written application.

SUBMITTING AN APPLICATION

Along with your CV, please submit a short expression of interest addressing the selection criterion and demonstrating why you would be a good appointment.

Please submit the application to Dr. Sandra Egege sandra.egege@flinders.edu.au by 5.00pm Friday, 27th March, 2015.