



Flinders
UNIVERSITY

POSITION DESCRIPTION

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

Organisational Unit:	Transition Office
Length of Service:	Fixed Term from August 2013 - July 2014
Closing date:	11:00am Monday the 9 th of September 2013
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.

Student Advisors are recruited to provide advice to Flinders One and the Flinders University Student Association (FUSA) with regard to formulating a program of engaging 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

Student Advisors will be responsible for:

Attending and contributing to regular O'Week Student Advisory Group (OSAG) meetings, which will occur as required (approximately every one to three weeks) from August (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

UNIVERSITY EXPECTATIONS

Student Advisors are expected to contribute to the efficient and effective functioning of OSAG in order to meet its objectives.

SELECTION CRITERIA

Essential criteria

1. Be a currently enrolled student of Flinders University
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: 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 application addressing each selection criterion (Essential and Desirable criteria as above) individually and argue your case by citing evidence to support your claims rather than presenting a list of facts only.

Please submit the application to Sandra Egege sandra.egege@flinders.edu.au before 11:00am Monday the 9th of September 2013