



Position Description – FedCollege Student Representative

The FedCollege Student Representative works to be the voice of all TAFE, VET and VCAL Federation University students at FedCollege. This position is open to all FedUni students enrolled in a TAFE, VET or VCAL course at FedCollege. The successful student elected into this position will carry out the role for a 12 month term from 1 November 2017 to 31 October 2018.

Key Responsibilities

- Attend up to 8 Senate meetings per year alternating between Ballarat, Gippsland, Berwick and Horsham campuses
- Work with the SMB and or Camp St reps to organise, promote and run 2 Student forums on your campus inviting students to meet you and discuss ideas and issues
- Gather feedback from students at your campus through a variety of Senate communication channels
- Connect FedCollege students with events, activities and services on offer across the university
- Be proactive in your approach to working on student issues by meeting with key staff members to highlight issues with them, researching realistic solutions and assisting to implement and promote changes made
- Support the promotion of the Student Senate and all action carried out by providing content for social media to the Communication portfolio Chair on a monthly basis
- Give a student voice to university projects and consultation processes
- Prepare a short written member report ahead of each meeting, outlining student issues and projects that you are working on, for distribution with Meeting Agendas, which you will present at the meeting. (we have a template you can use for your report)
- Take an active role in one of the four portfolios, targeting specific issues within the portfolio. Portfolios include Communications, Student Connect, ITS/Facilities and Academic. Attend Portfolio meetings (either by phone, video conference or in person) between each main Senate Meeting

Examples of Actions

- Organising for extra opportunities to be offered to FedCollege students including the National Student Volunteer Expo and careers interviews
- Getting new furniture in student spaces
- Increasing the hours of the SMB library
- Representing TAFE students on the O Week planning committee
- Lobbying for TAFE students to be considered in all university decisions, policies and procedures