



## Position Description – Mt Helen Higher Education Student Reps

There are two Mt Helen Campus Higher Education Student Representatives, who work together to advocate on behalf of all Higher Education Federation University students at the Mt Helen Campus. These positions are open to all FedUni students enrolled in a higher education course at the Mt Helen Campus. The successful students elected into these positions 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
- 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
- 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 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
- 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

- Reviewing changes made to the exam process and giving student feedback and solutions to the exams team
- Implementing food and drink machines in key places on campus
- Increasing the time course descriptions and booklists are released prior to the start of semester
- Connecting students to key support services
- Supporting students who are facing issues with their course moving online, or who are being treated unfairly by staff
- Commenting on the Special Consideration guidelines