

School of Engineering, IT and Physical Sciences Board Student Representative Position Description

Background

The School of Engineering, IT and Physical Sciences Board consists of Senior Management and academics with representatives from campuses in Ballarat, Gippsland and Berwick.

As members of the School of Engineering, IT and Physical Sciences Board, student representatives will be instrumental in providing recommendations and advice on feedback from the School of Engineering, IT and Physical Sciences students on facilities, learning environments and other areas affecting their student experience at FedUni.

The School of Engineering, IT and Physical Sciences Board student representative will also join the Student Senate.

Key responsibilities of a student representative on the School of Engineering, IT and Physical Sciences Board

- Attend and be an active participant in up to six Board meetings per annum at your home campus
- Advocate on behalf of students across all programs and campuses from the School of Engineering, IT and Physical Sciences
- Collect feedback from the School of Engineering, IT and Physical Sciences students in order to inform the School of Engineering, IT and Physical Sciences decision making
- Communicate feedback objectively through the process of the School Board agenda.

In addition to the above responsibilities, the student representative that is co-opted onto the Student Senate will report to the Board on issues relevant to the School arising from Student Senate discussions.

Key responsibilities of a student representative on the Student Senate

- 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 or online 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 portfolios. 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.