

# Position Description

## Learning and Teaching Committee Student Representative

The Learning and Teaching Student Representative holds an elected position on the Student Senate and is also co-opted onto Federation University's Learning and Teaching Committee, advocating for all FedUni students in both roles, and communicating on key student issues between the two boards. This position is open to all students studying at a FedUni campus or online, enrolled at a fraction of 0.5 or more. The successful student elected into this position will carry out the role for a 24-month term from 1 November to 31 October. Students who anticipate graduating during their term are welcome to apply.

### Key Responsibilities

- Attend up to 8 Senate meetings per year alternating between Ballarat, Gippsland, Berwick and Horsham campuses
- Attend up to 8 Learning and Teaching Committee meetings, held every six weeks at 1.30pm on a Wednesday
- Gather feedback from students 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 Senate 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 the Senate's Academic Portfolio. Attend Portfolio meetings (either by phone, video conference or in person) between each main Senate Meeting
- Liaise with the Student Advisory Service on a regular basis to keep up to date on common student issues

### Examples of Actions

- Reviewing the student feedback system eVALUate, gathering feedback from students on the negatives and positives of the surveys and suggesting improvements

**Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_