

Position Description

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| Position Title: | Student Academic Leader |
| Faculty and/or School/Section/VCO: | Student Futures Centre for Learning Innovation and Professional Practice (CLIPP) |
| Campus: | All |
| Classification: | HEW 3.1 |
| Employment Mode: | Fixed-term appointment |
| Probationary Period: | Not applicable |
| Time Fraction: | Casual, approximately 8 hours per week |
| Recruitment Number: | Not applicable |
| Further Information from: | Program Coordinator, Student Futures Telephone: (03) 5327 6997 E-mail: studentfutures@federation.edu.au |
| Position description approved by: | Nina Fotinatos Director, CLIPP |

This Position Description is agreed to by:

Employee Name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Position Summary

Student Academic Leaders have a strong academic record and demonstrated abilities in academic writing and study skills. Student Academic Leaders are expected to staff the Academic Skills and Knowledge (ASK) service and respond to student enquiries. Their role is to provide a friendly, approachable and peer-based presence for student support. Student Academic Leaders combine specific study skills with broader academic and university knowledge.

Key Responsibilities

1. Attend and actively participate in all training sessions and meetings.
2. Staff the ASK service on a shift basis from Orientation Week to SWOTVAC, and as otherwise requested.
3. Assess and respond to student enquiries effectively and efficiently.
4. Provide information and advice to students regarding the broad support services available to Federation University Australia students, including (but not limited to) the Library, Student Connect, and the Student Futures Program.
5. Provide assistance and skill building in the fields of academic writing and study, and encourage the development of digital literacy and independent learning skills.
6. Monitor and respond to the ASK email, Facebook page, and blog, and contribute to the blog with posts on a regular basis.
7. Act as a referral service to the Learning Skills Advisors.
8. Contribute to other CLIPP projects as requested by Student Futures.
9. Meet with other Student Academic Leaders and supervisory staff on a fortnightly basis.
10. Act as a role model and actively promote the university and Student Futures Program.
11. Represent Federation University Australia in a positive manner, including outside of the campus location and on alternative communication avenues (e.g. social media)
12. Student Academic Leaders must model professional behaviour to students and staff, and handle issues such as class standards, grades, and student complaints in an appropriate manner.
13. Assist with the FedReady program as required.

Level of Supervision and Responsibility

Supervision

General direction is provided on the assignments to be undertaken, with the Student Academic Leader determining the appropriate use of established methods, tasks and sequences. Guidance on the approach to standard circumstances is provided in procedures, guidance on the approach to non-standard circumstances is provided by a supervisor. Performance is measured against objectives.

Task Level

Some complexity. Apply body of knowledge gathered at Student Academic Leader training, as well as apply diagnostic skills and assessment of the best solutions to the problems brought to Student Academic Leaders by the student cohort of Federation University Australia.

Organisational Knowledge

Student Academic Leaders are required to perform tasks/assignments, which require knowledge of the work area processes and an understanding of how Student Academic Leaders, and Student Futures interact with other related areas and processes.

Student Academic Leaders are required to possess knowledge and understanding of the University's structure and support services available to students.

Judgement, Independence and Problem Solving

Exercise judgement on work methods and task sequence within specified timelines and standard practices and procedures.

Typical Activities

Student Academic Leaders are expected to staff the ASK Service on a weekly basis, and assist with FedReady. Student Academic Leaders are expected to, at a minimum, perform these tasks:

- staff the ASK service, and answer all enquires directed to the service, including face-to-face, email, phone, and facebook enquiries;
- attend ASK meetings held on a fortnightly basis;
- contribute to the ASK student blog;
- maintain regular contact with Student Futures Program staff and ensure that electronic correspondence is dealt with in a professional and timely manner.

Level of Responsibility

Student Academic Leaders deal directly with Federation University Australia students, and will be expected to provide leadership with a friendly, approachable countenance, and high levels of customer service. Student Academic Leaders are also expected to regularly contribute to other projects within CLIPP as requested by the Program Coordinator, Student Futures.

Training and Qualifications

Student Academic Leaders duties typically require a skill level which assumes and requires knowledge, training or experience relevant to the duties to be performed, these are:

- satisfactorily completed the first year of an undergraduate degree (or equivalent) at Federation University Australia at the time of employment commencing;
- enrolled in and undertaking a higher education course at Federation University Australia;
- currently have a GPA of 6.0 or above, and;
- previous experience working in a student support service role (eg. PASS Leader or equivalent) for at least one semester.

Student Academic Leaders will be required to complete training for this position, and will have access to on-going professional development. Completion of the training provided by Student Futures is a requirement of this position and will need to be achieved for the employment contract to continue.

Student Academic Leaders must have the right to work in Australia, and be able to provide relevant proof and documentation upon request.

Position/Organisational Relationships

Student Academic Leaders will work under the general supervision of the Program Coordinator, Student Futures. The Program Coordinator, Student Futures works under the general supervision of the Manager, Student Futures, and the Director, Centre for Learning Innovation and Professional Practice (CLIPP).

Key Selection Criteria

Applicants must demonstrate that they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Training, qualifications and/or experience necessary to perform duties associated with this position; successfully completed one semester and be enrolled, or intend to enrol, to study for the following two semesters at Federation University Australia. In addition, also achieved a minimum 6.0 GPA. If your GPA is below 6, please include a statement of explanation in your application.
2. Demonstrated superior competency in both academic writing and study skills.
3. Demonstrated ability to define and solve problems directly relating to a university student's expectations.
4. Previous experience assisting other students with the academic expectations involved in studying at university.
5. A capacity to share understanding, knowledge, skills and experiences with others while recognising and encouraging excellence.
6. A genuine interest in supporting students with an understanding of, and commitment to, social and cultural diversity.
7. Well-developed communication, interpersonal and negotiation skills. Capacity to effectively use email and social media sites is desired, but not essential.
8. Have performed competently in the role of Student Support (e.g. PASS Leader or equivalent) for at least one semester.