

Position Description

Mt Helen TAFE Student Representatives

The Mt Helen TAFE Student Representative works to advocate on behalf of all TAFE Federation University students at the Mt Helen Campus. This position is open to all FedUni students enrolled in a TAFE course at the Mt Helen Campus. The successful students elected into these positions 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
- 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 TAFE 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 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

- Finding a solution for IT TAFE students to upload large assignment files to Moodle
- Implementing new equipment for the student kitchen in E Building
- Representing TAFE students on the O Week planning committee
- Lobbying for TAFE students to be considered in all university decisions, policies and procedures
- Commenting on the Special Consideration guidelines
- Seeking an update to improve communication and return of assessment policy for TAFE students

Representative Signature: _____

Date: _____