

Position Description



Position title:	Student Academic Leader
School/Directorate/VCO:	Learning & Academic Study Support (LASS) / Student Experience & Administration Services (SEAS)
Campus:	All
Classification:	HEW 3.1
Time fraction:	Casual up to 8 hours per week
Employment mode:	Fixed-term employment
Probationary period:	Not applicable
Further information from:	Program Coordinator, Learning & Academic Study Support (LASS) Telephone: (03) 5327 6997 Email: sass@federation.edu.au
Recruitment number:	

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

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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 Academic and Study Support (SASS) programs
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, ASKChat, online SAL bookings and the Online Study Hub discussion forum.
7. Act as a referral service to the Learning Skills Advisors.
8. Contribute to other projects as requested by LASS staff.
9. Meet with other Student Academic Leaders and supervisory staff on a weekly basis.
10. Act as a role model and actively promote the university and SASS programs.
11. Represent Federation University Australia in a positive manner on-campus and in all online channels.
12. Student Academic Leaders must model professional behaviour to students and staff, and handle issues such as student rights and responsibilities, and student complaints in an appropriate manner.
13. Assist with the FedReady program as required.

Level of supervision and 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 SASS programs as requested by the Program Coordinator or other LASS staff.

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 Mentor) 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 LASS staff 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/ All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC). Student Academic Leaders are expected to cover the costs of a WWCC themselves.

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Position and Organisational relationships

Student Academic Leaders will work under the general supervision of the ASK Coordinator, LASS. The ASK Coordinator works under the general supervision of the Manager, LASS, and the Director, Student Experience & Administration Services (SEAS)

Key selection criteria

Applicants must demonstrate 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.
8. Have performed competently in the role of Student Support (e.g. PASS Leader or Mentor) for at least one semester.

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

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.