

# Position Description

## Postgraduate Student Representative

The Postgraduate Student Representative works to advocate on behalf of all Postgraduate Federation University students, both studying by coursework and by research. This position is open to all FedUni students enrolled in Postgraduate courses. 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
- Organise, promote and run 2 student forums inviting postgraduate students to meet you and discuss ideas and issues
- Gather feedback from students in your constituent through a variety of Senate communication channels
- Work with the Postgraduate Office to enhance the network of postgraduate students, events and support services available to them
- 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

- Developing social events for postgraduate students for networking and peer support.
- Developing networks between students and Graduate Centre Program.
- Developing an Orientation program for Postgraduate students.

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

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