

Position Description

Institute of Education, Arts and Community Representatives

There are two Institute of Education, Arts and Community Student Representatives, who work together to advocate on behalf of all Federation University students within the Institute of Education, Arts and Community. These positions are open to all FedUni students enrolled in a higher education course at the Institute of Education, Arts and Community.

The successful students elected into this position will carry out the role for a two-year term, ending at the end of Semester 1, 2026 (Semester Code - 2605). Students who anticipate graduating during their term are welcome to apply.

Key Responsibilities

- Attend up to 8 Senate meetings per year
- Organise, promote and run 2 Student forums within your Institute inviting students to meet you and discuss ideas and issues
- Gather feedback from students at your campus 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 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 portfolios (when established), targeting specific issues within the portfolio. Portfolios could include, but are not limited to, Communications, Student Connect, Academic and Buildings Portfolios. Attend Portfolio meetings (either by phone, video conference or in person) between each main Senate Meeting

Representative Signature: _____

Date: _____