

# Position Description

## Distance Education Student Representatives

The Distance Education/Off Campus Student Representatives works to advocate on behalf of all Distance Education Federation University students studying online. This position is open to all FedUni students enrolled in an online course. 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 still welcome to apply.

### Key Responsibilities

- Attend up to 8 Senate meetings per year alternating between Ballarat, Gippsland, Berwick and Horsham campuses (transport, accommodation or video-conferencing from home can be arranged)
- Set up a process to communicate effectively with other online students in order to create a stronger online community for FedUni students and to gather feedback on the online experience
- Make recommendations on how the online experience can be improved, based on your experience and on feedback from other students
- 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

- Reviewing online student support documents to advise on clarity of content and level of engagement for online students
- Advise on how the Student Services and Amenities Fee could be used to better support online students

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

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