

## RUSU Clubs and Societies Officer (Outer Campuses) Temp

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**Position No.**

**Organisational Unit** Clubs and Societies Department

**Location** This is a cross campus position with an office based at both RMIT Bundoora and City Campuses. The incumbent will be required to travel to and work at Brunswick campus during semester and other RMIT Melbourne campuses on occasion as directed.

**Classification** SUE 4

**Salary** \$77,912 full time equivalent plus superannuation.

**Superannuation** UniSuper or other as indicated by Incumbent.

**Employment Type** TEMPORARY Full time (70hours per fortnight). Jan/ Feb 2020 to March 2021

**Other Benefits** RUSU employees are covered by an Enterprise Bargaining Agreement.

**Current Occupant** Maternity Leave

**Closing Date** **Applications close 5pm Sunday 2 February 2020**

**Contact** For further details and to apply, email [rusu.jobs@rmit.edu.au](mailto:rusu.jobs@rmit.edu.au) or phone (03) 9925 5004 and ask for Crystal

**Advice to Applicants** Applicants **must include a cover letter which addresses the selection criteria** and provide a detailed curriculum vitae (with 2 referees) by the closing date.

**All applications should be sent via email to [rusu.jobs@rmit.edu.au](mailto:rusu.jobs@rmit.edu.au).** Late applications will not be accepted.

## **Working Environment / Important Personal Attributes**

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This position within RUSU offers a unique and rewarding working environment, whereby elected student representatives are the managers and supervisors. They are elected annually, hence the position is subject to serving a new student management team each year. The elected student representatives are supported by a range of permanent paid professional staff, including this position.

This role is supervised by and receives direction from a supervisor who is a senior elected student representative (usually the President). They report to this student supervisor through the Governance & Operations Manager.

Whilst some of the students may lack previous work experience the majority are enthusiastic, keen to learn and be mentored during their term of office. They are not paid staff but do receive a small honorarium and may need to work part time, in addition to their roles at RUSU and their tertiary studies.

Therefore, RUSU staff must have excellent interpersonal skills and enjoy working with young adults in a dynamic, fun and at times busy environment. They must also possess a willingness to share their knowledge and experience to develop and support these students in their roles as student representatives.

## **About the RMIT University Student Union (RUSU)**

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The RMIT University Student Union (RUSU) is the representative body of around 65,000 RMIT University students and is an independent organisation from RMIT University. RUSU has an annual operating budget of over \$4 million and employs over 25 paid staff members and 20 student casuals. It is governed by 27 elected student office bearers, most of who receive an honorarium. RUSU's main offices are in the CBD; however, we operate offices and provide services on outlying campuses in Bundoora and Brunswick.

RUSU represents students' interests and undertakes a vast range of activities that enhance and foster an active and informed student life on campus. This is done through:

- The provision of student information and referral services.
- Undertaking campaigns, education and training programs and workshops, including the promotion of student welfare and advocacy and student complaint resolution.
- Providing a diverse range of social and cultural activities, including; Orientation, lunchtime and night time activities.
- Coordinating a wide range of student clubs.
- Providing a professional accredited volunteer program for RMIT students.
- Operating RUSU Realfoods –vegetarian and vegan, organic and fairtrade cafes.
- Producing a number of student publications, operating a TV production house and maintaining a website/social media presence.

All staff and student representative positions are required to operate within the parameters of the Student Union Constitution, Regulations, Policy and the staff Enterprise Agreement. All staff are supervised and directed by the annually elected student representatives.

## Organisational Unit

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The Clubs and Societies Department is a high-profile department of RUSU. It works with over 100 RUSU affiliated, student organised and run clubs. It supports clubs from the following areas: academic/ program based, cultural, political, recreational (of a non-sporting nature), religious, spiritual and social.

The department plays a key role in advancing the social and cultural experience of students by providing financial assistance, logistical and planning support, information and access to publicity materials and relevant training to affiliated clubs.

The RUSU Clubs and Societies Department consists of two full-time staff members (one who is based in the city and this position which works at the outer campuses in addition to the City campus), and an annually elected student representative. The Clubs staff also work closely with the RUSU leadership positions of President and General Secretary and receive support from the Governance & Operations Manager.

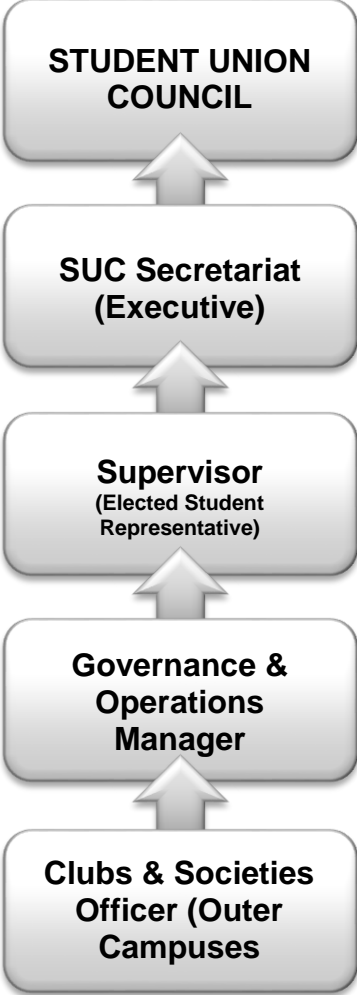
The two staff members are allocated specific groups of clubs that they support and administer. The various overarching departmental tasks (training, promotions, reporting, communications etc) are allocated between the two staff through documented work planning.

The professional RUSU volunteer program is also supported by this position at the Bundoora campus. As such this role works closely with the city-based Student Engagement Officer.

The Clubs and Societies Officer is part of a small staff team on both the Bundoora and Brunswick campuses and will work closely with the campus based RUSU staff and student representatives on club activities, and 'all hands on deck' RUSU student life initiatives. They work closely with the Student Liaison Officers (SLOs) at Brunswick and Bundoora to assist the SLOs in their role of providing first point of contact information about, and assistance to clubs.

**Organisational Chart**

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## 1. Position Summary

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The RUSU Clubs and Societies (Outer Campuses) is responsible for growing, developing and supporting RUSU Clubs. They have specific responsibility for all clubs on the Bundoora and Brunswick campuses. Additionally, they are allocated specific groups of city-based clubs to support and resource. This requires; intensive networking, outreach, promotional activities, student engagement and the development of the profile of RUSU, our Clubs & Societies and the RUSU Volunteer program on each campus.

The role provides coordination, resources and training for RUSU clubs for the purpose of enriching and enhancing the student experience of campus life.

This position is student facing with a lot of active service promotion, student interaction, outreach activities and hands on events. It also involves a significant amount of 'behind the scenes' organisational, administrative and compliance work to support clubs. E.g. club affiliation, club finances, assessing and facilitating hundreds of club grant applications each year.

At the Bundoora Campus this position works collaboratively with other RUSU staff members to support additional student life initiatives outside of the Clubs department. This includes: planning and ensuring the delivery of a weekly lunch time event at the Bundoora East campus and coordinating RUSU's engagement with Walert House student housing at Bundoora.

RUSU provides a professional Volunteer Program, which is run in accordance with the National Standards on Volunteering. While the volunteer program is coordinated by the city-based Student Engagement Officer, this position promotes, supports and facilitates the involvement of students at the Bundoora campus in this program.

## 2. Key Responsibilities

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### Club Coordination & Administration

Coordination and administration of the Clubs & Societies affiliation, grants and associated processes for Brunswick and Bundoora clubs (and other groups of clubs as directed) including:

- The affiliation of new clubs and annual re-affiliation of existing Clubs & Societies.
- Evaluation, processing and monitoring of club grant applications and associated documentation.
- Following internal grant approval and payment processes as per SUC regulations and procedures.
- The establishment and annual updating of individual Club & Societies bank accounts and monitoring Club accounts to ensure club adherence to SUC Regulations regarding accounts.
- Maintaining a current list of affiliated Clubs & Societies, Office Bearers and contact details.
- Delivery of advice on best practice and/or potential options for events, campaigns, partnerships and workshops.
- Ensuring RUSU Clubs and Societies have access to information concerning, and assistance navigating RMIT university processes and requirements and government regulatory provisions that affect the operations of Clubs & Societies (Room/event bookings, OH&S, Food Safety, Responsible Serving of Alcohol etc.).
- Assisting Clubs with access to resources for events through RUSU equipment hire.

- Work closely with other relevant RUSU Staff and student representatives to ensure a consistent and coordinated approach to departmental administration, budgeting, and development.

## **Promotion and Development**

- Building the profile and level of activity of RUSU Clubs & Societies on the Brunswick and Bundoora Campuses through networking, promotional and outreach events, activities and presentations.
- Work with RMIT students and the RMIT community to identify and develop viable new Clubs & Societies and expand the variety of and participation in RUSU Clubs & Societies.
- Engage actively with the broader RMIT and general community to advocate for RUSU Clubs & Societies and to develop access to campus and external resources and support for RUSU and our clubs.
- Utilise RUSU events as a vehicle to promote RUSU clubs, including facilitating individual Club collaboration with RUSU events.
- Work with relevant RUSU staff in the preparation of promotional materials, articles, social media, club handbooks, newsletters, posters and other promotional materials.
- Contribute to updating the Clubs & Societies Department section of the RUSU website, and actively supporting Clubs & Societies use of the website.
- Providing a point of contact and assistance for enquires about Clubs & Societies and ensuring that the general student body has access to relevant information, forms and resources.

## **Student Life/Events/ Volunteers**

- Coordination of Brunswick/Bundoora Clubs & Societies involvement in all major relevant RUSU events such as Orientation, mid-year Orientation and Open Day.
- Plan and ensure the delivery of the weekly Bundoora East lunch-time event and assist as required with RUSU special events.
- Contribute towards the induction, training and capacity building of RUSU Clubs & Societies executive members, relevant RUSU student reps, staff and student volunteers.
- Deliver the on- campus components of the RUSU Volunteer Program at Bundoora under the co-ordination of the Student Engagement Officer including:
  - Promotion of the program and recruitment of perspective volunteers.
  - Delivery of induction training sessions.
  - Co-ordination of compliance training sessions.
  - Volunteer records management and reporting.
  - Delivery of volunteer appreciation and retention strategies.
- Act as the central contact point for RUSU's engagement and outreach at Walert House, Bundoora.

## **Reporting and other Duties**

- Compiling documentation and reporting on Clubs & Societies, and student life activities and achievements covered by this role through quarterly reports and showcasing RUSU Clubs & Societies.
- Providing input to RUSU regarding continuous improvements for the Clubs and Societies Department.

- Participating in the planning and/or delivery of some small-scale student life focused projects, as outlined and determined by work plans and project briefs.
- Contribute, collaboratively, towards the achievement of the aims and objectives of the Student Union and undertaking other relevant duties as required.

### 3. Selection Criteria

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#### 3.1 Essential

- **At least two years prior work experience in a relevant role within the tertiary education sector, or community sectors (or a combination a relevant working experience and relevant educational qualifications)**
- Excellent interpersonal and communication skills and demonstrated experience in resourcing, and with maintaining effective relationships with students, clubs, or community groups.
- Experience delivering effective outreach programs/events, conducting program promotion and networking.
- Enthusiasm for working with and for students in the tertiary environment and an understanding of and commitment to the principle of student control over student affairs.
- Proven experience working with, supporting and resourcing volunteers.
- High level of organisational, budgetary and administrative skills, including processing and assessing grant applications.
- Demonstrated experience with hands-on planning, co-ordination, logistics and delivery of small scale events.
- Demonstrated computer literacy skills and proficiency in using Microsoft Office, Google Suite, databases and other industry standard applications.
- Proven strong team working ability and the capability to take initiative where necessary and appropriate.
- Certified training in Responsible Serving of Alcohol, Food Handling Safety, and First Aid, or willingness to obtain certification in these areas if offered the position.

#### 3.2 Desirable

- Established networks within RMIT, student groups or the broader community relevant to RUSU.

### 4. Special Requirements

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- The successful applicant will be required to hold a valid Working with Children Check.
- An appropriate visa to work in/ fulfil the requirements of this role in Australia/New Zealand.
- This position is subject to a 6-month probation period.
- Victorian Drivers Licence.

## 5. Job Complexity, Skills, Knowledge

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### Level of Supervision, Independence

The incumbent works under general direction of an elected student office bearer (usually the President). They report through and may receive direction from management through the Governance & Operations Manager. The incumbent should have the ability to take initiative and troubleshoot in the absence of supervision where appropriate, and within RUSU established processes.

The duties of this position are conducted collaboratively with elected student representatives and RUSU staff, in particular the Clubs and Societies Officer (City campus) staff member.

This position is required to provide regular work reports on the outcomes and activities of their area to their supervisor and the Governance and Operations Manager.

### Professional and Organisational Knowledge

The position requires professional knowledge which comes from relevant qualifications and/or considerable experience in the tertiary education, Student Union or community sector.

It is also desirable for the incumbent to have a solid understanding of the relevant State and Federal policies relating to food handling and Responsible Serving of Alcohol (or be willing to obtain certification in these areas if offered the position).

### Task Level

The position requires the development of specialist expertise to provide a range of advice and resourcing for Clubs and Societies.

The incumbent shall also undertake project work and/or other duties as directed by the supervisor or supervising body consistent with Key Responsibilities.

### This position description is approved by:

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Occupant: New Position..... Date: N/A  
Supervising Body (Secretariat)..... Date: 7 May 2019  
Staffing Committee ..... Date: 2 May 2019  
Classifications Committee ..... Date: 1 May 2018