

## Position Description

### Graduate Groups Engagement Officer

Created: 10 January 2020

Reports to: Senior Student Engagement Coordinator

**Level of supervision:** Routine supervision provided and will be provided extensive professional development opportunities

**Position type:** Part time 0.6 FTE, Fixed Term – 10-month contract

**Level:** 2.1

#### Position purpose

The Grad Groups Engagement Officer will ensure there are extensive engagement strategies undertaken to ensure Grad Groups are connected, consulted, and supported by GSA to meet their objectives and undertake the tasks identified in a timely manner.

#### Main tasks

##### Grad Group engagement and support

- Coordinate the establishment, maintenance and support of new and existing Grad Groups by providing them with information, induction support and any relevant assistance.
- Maintain Grad Group Portal and undertake regular and effective communication with Grad Groups
- Develop and maintain resource materials for Grad Group leaders
- Assist with training Grad Group leaders in Grad Group administration requirements in collaboration with the Grad Group Administration officer.
- Assist with planning and delivery of events for Grad Group leaders
- Organise events/ activities that support Grad Group consultation for Council and staff to seek input on GSA key issues.

##### Grad Group administration

- Maintain accurate databases of Grad Groups, Grad Group leaders and other relevant stakeholders
- Offer referrals to ensure affiliation and reporting requirements of Grad Groups
- Support the Grad Groups with funding requests and applications from Grad Groups
- Undertake ongoing monitoring and evaluation of Grad Groups, as well as Grad Groups engagement and administration processes
- Liaise and support the Grad Group Administration Officer with improvement of administration systems for Grad Groups
- Answer graduate student queries about Grad Groups
- Assist the Student Engagement with all events and activities.

##### Communication

- Liaise and share information with Communications team to support communication with and about Grad Groups

- Liaise with Grad Groups to promote GSA and its activities

**Other duties**

- Contribute to team discussions and projects
- Undertake filing, data entry, and maintenance of digital files and records

**Judgement and problem solving**

- Solve routine problems under supervision and perform tasks which require proficiency in the work area's rules with broader organisational knowledge.

**Key Selection Criteria**

- Bachelor/ Diploma level in Community Engagement/Marketing/Public Relations (students studying are encouraged to apply)
- Knowledge and understanding of community engagement work
- Good verbal and written communication skills
- Knowledge and skills of Microsoft Office skills
- Organisational and time management skills.

**Please note:** This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only.

**Acknowledgement**

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY

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Employee

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Date

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Manager

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Date