

# Position Description

## Western Campuses Higher Education Student Representative

The Western Campuses Higher Education Student Representative works to advocate on behalf of higher education Federation University students at Horsham Campus. This position is open to FedUni students enrolled in a higher education course at the Horsham Campus. The successful student elected into these positions will carry out the role for a 24-month term. 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 on your campus inviting students to meet you and discuss ideas and issues
- Gather feedback from students at your campus through a variety of Senate communication channels
- Connect Horsham students with events, activities and services on offer across the university
- 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 and 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

- Increasing the time course descriptions and booklists are released prior to the start of semester
- Organising for extra opportunities to be offered to higher education students including mock interviews and a trip to the Mt Helen Careers Expo
- Commenting on the Special Consideration guidelines
- Implementing new furniture in student spaces, new equipment for the student kitchen and lockers

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

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