



Student Representative

Position Description

BACKGROUND

USASA is a student run non-profit organisation that aims to support UniSA students across all metropolitan and regional campuses. The governance of the organisation is overseen by the USASA Student Board which is led by the Student President and includes 13 other student representative positions. The Student Board is elected by UniSA students and achieves its goals through the support of a dedicated staff who deliver key services and the day-to-day operation of the organisation. These include, but are not limited to: support for clubs and societies, an academic advocacy service, a second hand book service, study support tools, and a range of exciting events and activities across the academic calendar. The needs of students are diverse and ever-changing, but it is the aim of USASA to ensure that anyone studying at UniSA can grow and learn in an environment that is welcoming, supportive, and gives them a genuine voice.

PURPOSE OF POSITION

The Student Board's main purpose is to set the strategic direction of the organisation and to make sure that it stays on track. In order to do this, the Board must make decisions about how the organisation will achieve its goals, how it carries out its functions, and to ensure that it operates lawfully and within the scope of USASA's Constitution and regulations at all times.

In addition to the overarching functions of the Board, it is the mission of individual Student Representatives to be the first point of contact for the University in promoting student partnership and decision-making. Whether it is through sitting on University Council, being part of joint USASA/University project teams, or being a member of University disciplinary committees, this means providing a genuine voice for students in the key areas of University decision-making.

KEY RESPONSIBILITIES

The day-to-day work of Board Members is diverse and can be tailored to suit their individual skills and talents; however there are a number of key responsibilities that are expected to be completed by all Board members to meet the requirements of their roles:

- Attending and contributing to monthly Board meetings
- Writing monthly activity reports
- Seeking feedback from students of all demographics and understanding the issues important to them
- Liaise with students, academic and professional staff in relation to the planning or implementation of student-based activities
- Participating in professional development opportunities for the benefit of your role
- Attending Formal Inquiries, Academic Review Meetings, committees, working groups, and any other such decision-making body of the University that requires student representation

Throughout the performance of these duties, it is a given that at all times Board members must act in good faith, adhere to the USASA Constitution, and comply with all University policies and codes of conduct. This is a critical role for both USASA and the University and it is expected that it be treated as such.

LEADERSHIP EXPERIENCE

As well as the key responsibilities that Board Members must fulfil in their roles, there are a range of additional experiences they can gain during their term to enrich their university experience and increase their employability. These leadership activities may include, but are not limited to:

- Setting agendas and chairing committee meetings
- Shortlisting candidates and sitting on staff hiring panels
- Giving presentations and public speaking
- Event planning and activation
- Inter- and intra-state travel on official USASA business
- Conducting surveys and focus groups
- Drafting and workshopping policy
- Designing and managing projects
- Writing grant applications
- Liaison and networking with University staff and external stakeholders
- Networking and building professional relationships

As an elected student leader, not only will you be offered development opportunities by USASA staff and the University, but you will be given direct support so that you can lead your own board-approved initiatives.

RECOMMENDED ATTRIBUTES

- An understanding of USASA's mission and goals
- Passion and enthusiasm for improving student life at UniSA
- The drive to become a leader and further your personal growth
- Organisation and preparedness
- Personal responsibility and ownership
- Community-mindedness and the ability to collaborate with diverse groups
- Punctuality and professionalism

ACQUIRED SKILLS

As well as the personal attributes listed above, there are a number of professional skills members of the USASA Board will hone as they develop into student leaders:

- High level written and verbal communication
- Strong and culturally diverse interpersonal skills
- Exceptional time management skills
- Confident public speaking and presenting
- Negotiation and influencing
- Policy interpretation and application
- Resilience
- Critical and analytical thinking
- Debating ideas and producing a consensus
- Conflict resolution
- The ability to seek out and respond to feedback
- Problem solving and innovation
- Risk assessment
- Accounting and financial analysis

While this list is by no means exhaustive, it aims to demonstrate how this role can increase your employability and develop core transferrable skills. Upon election to the USASA Student Board you will commence a year long journey of professional development and personal growth and will come out the other side with a range of skills you can apply in any industry.

TIME COMMITMENT

In order to satisfactorily meet the operational requirements of the Board, it is expected that each member dedicates at least 5 hours a week to USASA matters. This time will be expended in the form of key Board responsibilities and other USASA related activities.

Please note that this is an estimate and actual time required will vary throughout the year and may be negotiated with the President.

HONORARIUM

\$3,000 honorarium per annum, paid monthly.

TERM OF POSITION

The term of office for all Representatives is from the 1st of January to the 31st of December of the calendar year immediately following their election.

The term of office for Representatives who are elected or appointed to fill a casual vacancy will also expire on the 31st of December.

It is a condition of nominating to a Board Representative role that all successful candidates must be available to attend a two day overnight leadership workshop in January 2018. The exact dates will be confirmed on the nomination form.

ELIGIBILITY

In order to nominate and hold office, a Board member must be an Ordinary member of USASA and an onshore UniSA student. To safeguard the representative nature of the Board's composition, the following must also apply:

- Each Campus representative must be enrolled at that campus as their home campus
- Postgraduate Student Representative must be enrolled in a postgraduate program
- International Student Representative must be enrolled as an international student
- Aboriginal and Torres Strait Island Student Representative must self-identify as an Australian Aboriginal and/or Torres Strait Islander.

Please see section 5.3 of the USASA Constitution for more detail about the eligibility of Board members.