

## **Head of Student Representative Council (SRC)**

### **Position Description**

<b>Student Leadership Role:</b>	<b>Head of Student Representative Council (SRC)</b>
<b>Responsible to:</b>	Head of Student Experience & Student Life Officer
<b>Responsible for:</b>	1. Leading the SRC, event planning & communications. 2. An active member of the Global Academic Board
<b>Duration:</b>	Minimum of 6 months, maximum of 12 months.
<b>Position Type:</b>	This is a volunteer position for students studying in Sydney. You will receive letters of recommendation to UNSW Sydney to include in your CV.

### **Responsibilities**

The Head of SRC will engage in the following responsibilities:

#### **• Board Position – Head of SRC is a Member of the Global Academic Board**

Attend 3-4 board meetings per year, representing student voice to the UNSW Global academic board; responsible for future direction of curriculum and quality initiatives designed to improve student experience inside and outside the classroom.

#### **• People & Project Management**

Organise monthly meetings with SRC members. Coordinate team planning for regular events and activities to create a student led events calendar. Assign responsibilities, encouraging collaboration and participation. Liaise with UNSW Global team for resource and funding.

#### **• Communications**

Helping to prepare short yet interesting articles for social media, and sometimes delegating this task to others. This may involve quality photographs at events, for use on the website and in publications. Encourage attendance and participation.

#### **• Media**

Liaise with the Social Media Coordinator to provide news articles about events that take place in UNSW Global.

#### **• Ambassador:**

Attend some Orientation Days and Graduations and represent students.

• **Collaborator:**

Attend some meetings with UNSW Global leadership team to discuss Student Experience opportunities and issues.

**Person Specification**

Excellent communication skills, comfortable with talking to a range of people;

Keen to be an ambassador and a positive role model for students;

Good writing skills with accurate spelling and punctuation.

A good eye for detail and interest in social media.

**Time Commitment**

Attend SRC Meeting 1 x per month

Arrange and deliver quarterly activities, events which reflect student interests

Attend quarterly meeting with Leadership team

**To Apply for the Role:**

Send your CV with a letter detailing why you want this role, and how you will make it a success; for yourself and for UNSW Global students to [src@unswglobal.unsw.edu.au](mailto:src@unswglobal.unsw.edu.au)

**Application Deadline: 20 MAY, 2022.**