

POSITION DESCRIPTION

Position Title - Holmesglen Student Representative

Department - Engagement & Support

POSITION OBJECTIVES

1. Gather the collective student voice in relation to the Institute's:
 - (a) course design and delivery
 - (b) quality enhancements and assurance of teaching and learning
 - (c) facilities, recreation and social engagement programs
2. Advocate for the student body to ensure learners contribute meaningfully to Holmesglen's decision making practices relating to points listed in sections 1a - c.
3. Act as a communication channel between the Holmesglen and its learners.
4. Continuously improve the Holmesglen learner experience in partnership with Holmesglen by helping to identify solutions or potential system changes to identified concerns.

SPECIFIC ACCOUNTABILITIES

- To attend and actively participate in student representative training.
- To collect the views and opinions of Holmesglen learners in relation to points listed in section 1a -c of the position objectives and present these views and opinions to Holmesglen via committee meetings.
- To formally document the collective opinion and concerns of learners in the form of meeting minutes and reports.
- To communicate feedback to the wider student body on adjustments or improvements Holmesglen is making in response to the collective student voice.
- To actively promote Holmesglen's Online Community as a tool to communicate with the wider student body.

INTERNAL COMMUNICATION REQUIREMENTS

- The Holmesglen student body including fellow student representatives
- The Manager of Student Engagement & Success
- The Executive Director of Engagement and Support
- Key Holmesglen governance committees & councils

REQUIREMENTS & KNOWLEDGE

- Candidates must be an enrolled Holmesglen learner with a minimum of 6 months of study to complete.
- Strong knowledge of Holmesglen campuses, programs and services available to the student body.
- An understanding of the diverse types of learners at Holmesglen.

SKILLS

- Confidence in speaking to a diverse audience.
- Highly organised with the ability to multitask.
- Advocacy skills including the ability to objectively collect and present opinions or views of the majority.
- Excellent interpersonal skills and an ability to relate professionally to various stakeholders.
- Self-motivated, enthusiastic to support peers.
- Empathetic and resilient with the ability to apply knowledge, experience and skills to solve problems and provide sound advice.

KEY SELECTION CRITERIA

In addition to being an enrolled Holmesglen learner, Student Representatives will have the best combination of the following characteristics:

1. Demonstrated advocacy skills, including the ability to objectively collect and present opinions or views of the majority.
2. Excellent interpersonal skills, written and verbal communications, negotiation and customer service skills with a demonstrated ability to liaise effectively with various stakeholders.
3. Demonstrated problem-solving skills with proven ability to investigate and make informed decisions regarding complex issues.

NOTE

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.