

# College Officer

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| <b>Duration</b>     | 12-month term                                    |
| <b>Hours</b>        | Average of 5 – 10 hours a month, 46 weeks a year |
| <b>Location</b>     | PARSA Office, Melville Hall                      |
| <b>Compensation</b> | Eligible for Honoraria                           |

## Role Description: College Representatives

College Representatives are primarily responsible for supporting and advocating for students in their college. Working as a team of two college representatives per college, the key tasks are to respond to ANU and Government policy as well as being proactive in providing proposals to better the student experience.

Key tasks include:

- Prepare for and attend, as PARSA representatives, College level committees (and sub committees as needed) – once every 6 weeks
- Attend PARSA Education Committee meetings – once per month and communication out of session
- Host college specific activities to support students
- Work to consult and understand, at a local level, the experience of students and feed this information back to PARSA to ensure effective representation

### Officer responsibilities – applies to all Executive team and Portfolio and College Officers

- Work closely with the other Officers on Students' Association campaigns. Some of these may relate to Officers' objectives, but many are often reactive, depending on issues that arise throughout the year.
- Contribute to and influence University strategies through participation in ANU committees, PARSA campaigns, organisational working groups, and informal networking, to ensure that student interests are effectively represented.
- Uphold and advance the reputation of the organisation, attending and speaking at official ANU and other relevant stakeholder events and ceremonies as appropriate (e.g. O-Week talks, graduation).
- Support and promote PARSA activities which support the goals of the Strategic Plan including but not limited to O-Week and Welcome Week, face-to-face and social media engagement, membership engagement and feedback, and Students' Association-led events.
- Provide regular reports on efforts to improve the lives of members, and provide opportunities to be held accountable for the progress of this work, at Executive Meetings, PARSA Board and PRC meetings, and other events as necessary.
- Act as the first point of contact for students with questions or concerns, signposting students to the Students' Association's council members or staff, where appropriate.

### Key relationships

- **PARSA:** Education Officer, Coursework and HDR Officers, Education Committee, Executive Team, Board, Operational Manager, Advocacy and Engagement Officer, and other staff
- **Members:** College specific postgraduate students
- **University:** Deans and Associate Deans of Colleges, Course Convenors, Academics
- **External Organisations:** ANUSA

### **Training**

- Training and support will be provided by the Students' Association staff, the outgoing relevant College Officers and Education Officer, and external stakeholders, to ensure that you are fully equipped for the role.
- Newly elected Officers are required to attend handover/induction sessions which include a retreat, SSAF budget planning session, and financial and governance training. These will all take place in the six-week handover period following elections.
- Additional training and ongoing support is provided throughout the academic year.