

International Officer

Duration	12-month term
Hours	5 hours a week, 46 weeks a year
Location	PARSA Office, Melville Hall
Compensation	Stipend

Role Description: International Officer

The International Officer has principal responsibility for devising and leading the organisation's work on issues affecting international postgraduate students at ANU. This must be done in consideration of the diversity of PARSA's international student population.

Tasks include:

- acting as a conduit for international student support, and consultation to identify and report issues of concern;
- undertaking projects to empower international students with information
- representing PARSA at ANU Committees
- spearheading projects to improve the life of international students
- organising events and activities that celebrate and share culture amongst PARSA members

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:** Equity Officer, Equity team, Executive Team, Board, Operational Manager and other staff

- **Members:** International students
- **University:** Pro Vice Chancellor (University Experience); Deputy Vice Chancellor (Academic); Dean of Students, Registrar, Student Life; Registrar, Student Administration; Senior University Management and ANU staff at all levels
- **External Organisations:** ANUSA, counterparts at other students' associations; Council of International Students' Associations (CISA)

Training

- Training and support will be provided by the Students' Association staff, the outgoing International 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.