



POSITION DESCRIPTION

Position Title:	International Students Officer
Department:	Student Representative Council (North)
Reporting to:	
Classification /Salary:	\$TBC pro rata
Date:	24 July 2019

Organisation Description

The TUU is jointly governed by Student Representative Council (SRC) and the Board of Management (BoM). The BoM oversees the basic operations of the TUU, controls its operating activities, is responsible for employing relevant staff, controls the budgets of the union, and acts as the highest point of review for the entire Union, including the SRC. The SRC focuses more on the everyday aspects of student like, particularly educational and welfare advocacy and hosting various events and activities. The TUU provides a wide range of services to students. These services currently include:

- Providing student representation, protecting student rights, and participating in university governance.
- Offering independent student advocates
- Hosting events and concerts.
- Facilitating the operation of the TUU-affiliated student clubs and societies.
- Publishing student-produced media, such as the TUU student magazine, Togatus.

Position Summary

The International Students' Officer works to ensure that the University of Tasmania and the Tasmania University Union meet the general welfare and education needs of international students. This may involve running social activities, information sessions, and multicultural events.

The International Students' Officer may also instigate projects beyond their portfolio, subject to their individual interest and wider Council approval.



Generic Accountabilities

Generic accountabilities

1. Shall attend all meetings of the Northern Student Representative Council.
2. Shall submit monthly reports to the Northern Student Representative Council.
3. Shall be familiar with the current issues affecting students at the University of Tasmania, and in the higher education sector generally.
4. Shall liaise with other regional officers on issues affecting University of Tasmania students across multiple regions.
5. Shall be available to northern University of Tasmania students in the relevant region to discuss higher education issues and bring these issues to the attention of the Tasmania University Union.
6. Shall assist other office bearers with their campaigns and events where possible.
7. May be required to sit on one or more University Committees, at the nomination of the Tasmania University Union President.
8. Other duties as required by the Northern Campus President, Northern Student Representative Council, and State Council.
9. Shall submit a yearly plan by 1 February.

Generic accountabilities – every TUU member

1. Ensure a safe and hazard free workplace environment by reporting any workplace health and safety hazards, and complying with TUU/University workplace health and safety standards at all times
2. Make sound time management judgement in relation to prioritising work and meeting deadlines.
3. Shall be familiar with all TUU & UTAS Policies, to be subject to those policies, and propose new TUU policies where appropriate.
4. Shall build own capability and experience actively participating in development and delivery of Personal Performance & Development Planning Activities

Specific Accountabilities

1. Shall be familiar with the current international student issues at the University of Tasmania, and in the Australian higher education system generally.
2. Shall be available to northern University of Tasmania international students to discuss issues and bring these issues to the attention of the Tasmania University Union.
3. Shall undertake events and campaigns to support the continuous development of the international student community at the University of Tasmania, and to encourage their integration with the wider student body, such as the annual Multicultural Night.



Supervision and Support

Supervision

High level autonomy is required of the position, under the general direction of the Northern Student Representative Council and State Council (in increasing order of authority).

If the relevant councils deem that the Officer is failing to fulfill their responsibilities; the councils may, after sufficient warning and opportunity for improvement has been given, call for the Officer's honorarium to be reduced, or for the incumbent to be removed from the position.

KPIs

- Attendance at 75% of required meetings;
- Submission of monthly report to Northern Student Representative Council;
- Attendance at one on one meeting with Campus President North as required;
- Completion of handover report for successor.

Success profile

To be developed.

Role Dimensions

This Position Manages:	TBC
Expenditure Authority:	TBC
Expense Budget:	TBC
Revenue Budget:	NA
Assets Under Control	NA

Time Commitment

The expected time commitment for this role is an average of (TBC) hours a week over a (TBC) week period and may require after-hours work to attend functions, attend meetings and to complete work.



**Tasmania
University
Union**

Relationships

Key Relationships Internal:

State President
State Council members
Campus President North
Northern Student Representative Council
Tasmania University Union Staff

Key Relationships External:

University of Tasmania Staff
University of Tasmania students
International Student Advisors
General public

Other Requirements

The incumbent shall be a currently enrolled international student (Full-Fee Paying Overseas Student) at the University of Tasmania in the region in which they are seeking election, and remain a currently enrolled student for the duration of their term. A currently enrolled student is defined under Clause 4.3.1 of the University of Tasmania's Rule 6 Admission, Assessment and Student Progress.

An interest in higher education and international student issues would be advantageous.