

Student Consultative Group Assistant

Please note: A duty statement may be developed for casual, sessional or short-term fixed appointments of less than 12 months duration (please refer to [Recruitment & Selection Procedure](#) for further details). This statement should not be more than 2 pages.

Tenure and salary band:	This is a casual appointment (HEP Level 3.1)
Organisational Unit:	Student Services & Administration
Reports to:	Manager, Student Life & Leadership
Overall purpose of the position:	<p>The overall purpose of the Student Consultative Group Assistant is to coordinate membership, meetings and resources for the Student Consultative Group at VU– specifically for the purpose of facilitating Student Voice and decision making in VU wide projects and initiatives and ensuring that the student voice is represented heard and valued.</p> <p>The purpose of this committee is to create a unified, diverse student voice, from active members of the student community, which collaborate with university staff members and departments on matters that indirectly and directly affect their university experience.</p> <p>The incumbent will work closely with the Manager, Student Life & Leadership to source suitable projects and initiatives from across the University that would benefit from the student voice and partnership.</p>
Location/campus:	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.
Major duties include:	
◆ Oversee incoming requests the consultation of members from internal university departments	
◆ Maintain Student Consultative Group database to track participation	
◆ Maintain program documentation including action plans, event briefs, run sheets, etc.	
◆ Create and distribute communications as required to members, detailing projects, opportunities, upcoming meetings and past events.	
◆ Monitor shared inbox and provide professional and timely responses to internal and external clients.	
◆ Collate data for reports	
◆ Support Student Life events and programs during peak periods as required.	

DUTY STATEMENT

Prepared by Manager (Full Name):	Endorsed by Staff Member (Full Name):
Signature of Manager: X _____	Signature of Staff Member: X _____
Date signed:	Date signed: