

AVONDALE STUDENT LIFE LEADERSHIP SCHOLARSHIPS

POSITION: ASA VICE-PRESIDENT (ACADEMIC)

REPORTS TO: Chief Students and Engagement Officer/Student Life Co-ordinator

CAMPUS: Lake Macquarie

POSITION PURPOSE

The ASA Vice-President (Academic) shall work collaboratively with the ASA President in being responsible for working towards enhancing the experience of students at Avondale University, with a special focus on academics. The individual in this role will protect the rights of Avondale students and serve as a liaison between Avondale students and Avondale Administration.

TO ADVANCE THE EDUCATION AND SUPPORT OF AVONDALE STUDENTS BY:

- Enhancing the learning experience of students while at Avondale;
- Promoting the interests and welfare of students;
- Representing students within and outside Avondale;
- Co-ordinating and supporting the activities of students; and
- Contribute to providing amenities and services for students.

KEY RESPONSIBILITIES

- Attend and contribute to the Avondale University Council as the student voice
- Attend and contribute to the Avondale Student Life staff meetings, Avondale Academic Board, Avondale Library Advisory Committee, Avondale Disciplinary Board.
- Do all in their power to protect the rights of Avondale students.
- Attend ASA Council meetings and be prepared to act as proxy/substitute if the ASA President will be absent from a meeting.
- Work with the ASA Council and Avondale Administration to initiate and implement improvements for Avondale students.
- Ensure that the overall aims and objectives of Avondale and its strategic plans are evident in the operations of ASA.
- Meet with the Vice-Chancellor / Deputy Vice-Chancellor (Academic) to report on student academic perspectives/feedback
- Participate in Avondale events, including Orientation, Move-in Day and other student events
- Attend student leadership training sessions
- Carry out such other duties or responsibilities as may be reasonably required within the incumbent's knowledge, skill and ability.
- Assist the ASA President in managing and organising ASA representation at the weekly Pulse, e.g., set-up, pack-down and man the ASA stall (e.g., promoting support services, life after 5, spiritual life etc)
- Attend student leadership training sessions.
- Carry out such other duties or responsibilities as may be reasonably required within the incumbent's knowledge, skill and ability.

RELEVANT EXPERIENCE:

- The position requires a knowledge of the academic functions of Avondale, good people skills and excellent communication skills. The ASA Vice-President will have strong leadership skills, organisational skills, be highly motivated and eager to learn.
- Preferably would have some experience in leadership, team development and empowerment, and working in a team environment.

PERSON SPECIFICATION:

- Uphold Avondale's mission, vision, values and ethos
- Willingness to help others
- Actively contribute to life on campus
- Engage actively in ASL activities, events and programmes
- A drive to create community
- Ability to work as part of a team and equally well working independently
- Good communication and people skills
- Needs to be a highly dedicated, organised and trustworthy person

KEY OUTCOMES:

- Positive communication between Avondale students and Avondale Administration
- Enhance the student voice in the Academic operations of Avondale University
- Improved student life and academic experience

TERM OF APPOINTMENT: For one academic year

REMUNERATION: See payment schedule 1 (*pro-rata applies*)

Refer to eligibility and conditions of Leadership Scholarship in application form