



DUTY STATEMENT

Organisation: Edith Cowan University (ECU) Student Guild

Work Area: Guild Senate

Position Title: International Officer

1. Purpose of Position

To provide best practice representative support to the Guild and its members to further their interests in accordance with the Constitution, Rules and Policies to the University, external bodies and the wider community.

2. Roles and Responsibilities

- 8 hours Guild work per fortnight without restriction or impediment with at least 75% of those hours being conducted at the Guild Offices between the hours of 8am to 4pm at Joondalup and Mount Lawley.
- Support for Mount Lawley Campus Guild Offices as required/available.
- Chair the International Students' Council (ISC) - hold regular meetings to organise SWSC activities and affairs, continually recruit students, support international focussed clubs etc.
- Inform the General Secretary of the ISC meetings schedule no later than 1 February in each year.
- Be available during normal academic hours and/or after hours to ensure compliance with Senate meeting attendance.
- Represent international students on relevant University Bodies and Guild Bodies.
- Obtain feedback from international students on Guild services and amenities to provide continual improvement.
- Obtain feedback from international students on University services and amenities to provide continual improvement.
- Oversee all academic issues of the international student community and regularly report to the VP Academic and the Senate.
- Liaise with Guild Student Assist Team to ensure issues international students are experiencing are addressed at a one on one level (GSA), and a University wide level in consultation with GSA's.
- Advocate on behalf of international students to resolve systemic issues they are experiencing, and further their interests.
- Liaise with the Council of International Students Australia (CISA) and represent ECU students, and their interests, to their national body.
- Monitor the International Students' Council Budget.
- Additional portfolio(s) of work as directed by the Senate.
- DYNAMIC OBLIGATIONS: International Food Festival.

3. Reporting Relationships

Guild Senate

4. Stakeholder Interaction

- Guild Secretariat
- Guild Senate

- Other University Student Guilds
- ECU Schools
- ECU Departments
- Other Universities
- External Service Providers
- External Representative Bodies

5. Position - Organisational Dimensions

The ECU Student Guild is an incorporated body tasked with providing innovative and relevant higher education support services and advocacy for ECU students. An elected senate team, supported by an operational staff, plans and delivers services defined under the categories set out in the annual Student Services and Amenities Fee (SSAF) deed. Guild Operations is tasked with continuous process improvement to ensure strong and sustainable best practices are in place to provide a governance compliant administrative foundation for the Senate to operate under and shall include comprehensive transitional training measures to meet audit conformance.

For more information see: www.ecuguild.org.au (<http://www.ecuguild.org.au>)

6. ECU Guild Values

Uphold and champion the promotion and adherence to the Students Guilds core business values of:

- Student Centred
- Diversity
- Integrity
- Team work
- Fun

7. Acknowledgement

The details contained in this document are an accurate statement of the key duties, responsibilities, accountabilities and specific work related requirements of the position, which may be amended by the Senate from time to time.