



# DUTY STATEMENT

**Organisation:** Edith Cowan University (ECU) Student Guild

**Work Area:** Guild Senate

**Position Title:** Undergraduate 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

- Member of the Guild Senate;
- Coordinates school representatives for the Undergraduate department;
- Assists Vice President Academic in the organisation of departmental meetings;
- Develops Guild Undergraduate Academic activities in collaboration with the Vice President Academic;
- Supports Guild Undergraduate Academic club affiliation, training and development;
- Additional portfolio(s) of work as directed by the Senate.

## 3. Reporting Relationships

Guild Senate

## 4. Stakeholder Interaction

- Guild Secretariat
- Guild Senate
- Operational Staff
- 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 compliance.

For more information see: [www.ecuguild.org.au](http://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.

**SIGNED BY - ECU STUDENT GUILD OPERATIONS MANAGER**

Superior first name Superior last name  
Date of Letter

**SIGNED BY - OFFICE BEARER**

Recipient first name Recipient last name  
Date of Letter