

THE ROLE OF THE INTERNATIONAL OFFICER



Honoraria \$793.19 per month

Purpose

You are the Guild's lead student representative for international student matters. Working with the Vice President International (VPI), you coordinate International Department Representatives, support the International Department to run effectively, and turn student feedback into practical programs, training and advocacy that improve the experience of international students at ECU. You help international student clubs to affiliate, develop and deliver value. You operate within the Constitution, Standing Orders and the International Department Policy, and you are accountable to the Senate.

What the key duties involve day to day

Coordinate International Department Representatives

- Be the first point of contact for Department Reps: circulate agendas, papers and dates; support attendance and preparation for Department meetings.
- Track attendance and engagement; prompt debriefs after events in collaboration with the Events & Marketing Team to capture issues, outcomes and follow-ups for the VPI and Senate reports.

Assist the VPI to organise and run the International Department

- Help plan the annual Department calendar; schedule meetings in collaboration with the General Secretary; draft agendas aligned to the Annual Department Plan.
- Contribute to the Annual Department Plan and Budget; provide updates on delivery, risks and wins to the VPI for Secretariat/Senate reporting.

Develop International activities, campaigns and student engagement

- Co-design and deliver a balanced, inclusive program: O-Week activations, Clubs Carnival, on-campus mixers, low-cost daytime events, collaboration events with other Departments, and flagship events.
- Plan and run campaigns or pop-ups on community-building and student life ensuring WHS, risk and accessibility are addressed.

Support International Department clubs

- Guide clubs through affiliation in line with the Affiliation Policy.
- Support clubs to develop and grow.

Evidence, student voice and feedback loops

- Gather feedback via post-event surveys, quick polls, stall chats and club check-ins; map themes by campus, cohort and event type (cost, timing, accessibility, safety, inclusivity, vendor quality).
- Use evidence to refine the annual program and inform submissions or proposals led by the VPI (e.g., facilities usage, activation needs).
- Close the loop by sharing outcomes and improvements through Department channels and Guild communications.
- Contribute to quarterly and annual reporting.

Recruitment, continuation and compliance for Department Representatives

- Support the VPI with recruitment and selection per the International Department Policy.

What a typical week can look like (varies by period)

- Prep and run one International Department meeting or rep roundtable; produce minutes/action lists.
- Support 1–2 reps to deliver a project (e.g., welcome event, employability workshop); collect debriefs and escalate actions.
- Draft or review an international club affiliation/funding request; coordinate with events/finance teams on logistics or acquittals.
- Progress an initiative (e.g., off-campus trip or cultural festival): align comms, book space/transport, complete risk/WHS checklist, liaise with the University's International Office and Security.
- Update the VPI for Secretariat/Senate reporting.
- Student engagement: answer rep/club queries; run a short pulse survey on a current issue.

Time commitment and expectations

- Peak periods: O-Week and starts of semesters/intakes, major campaign windows (e.g., employability drives, safety and scams awareness), Clubs Fest, policy consultations, end-of-year transitions and rep recruitment.
- Steady part-time workload; some evenings/weekends for meetings or events (e.g., cultural festivals, excursions). Plan around your assessments and communicate availability early.

What success looks like

- A fully staffed, well-supported network of International Representatives with strong attendance at Department and University forums, producing useful debriefs that feed Guild advocacy.
- A clear annual program of international student activities with solid attendance, positive feedback and safe, compliant delivery (e.g., strong O-Week engagement, improved participation in mentoring, successful cultural events).
- Timely club affiliations, fair funding decisions and smooth event logistics and acquittals; visible collaboration between international clubs and other Departments.
- Evidence-based improvements recorded (e.g., enhanced arrival/orientation info, better signposting to services, stronger employability offerings, safer and more inclusive events).
- Organised records, action logs and on-time contributions to Senate/Secretariat reports.

Support and training you'll receive

- Operational team support across events, finance, marketing & communications, compliance and administration to handle day-to-day delivery.
- Governance, WHS, finance and risk training; templates for agendas, minutes, budgets, grant criteria, event run-sheets, and risk assessments.
- Published Department Policy and the Affiliation Policy to guide decisions and establish event planning procedures and practices.

Boundaries and good practice

- Work within the Constitution, Standing Orders and Department Policies; respect financial delegations and approval thresholds.
- Ensure appointments and processes for student reps and clubs follow the relevant policies; document decisions and keep records organised.
- Declare conflicts (e.g., involvement with a club you fund) and recuse as needed; maintain confidentiality for committee papers and student information.
- Provide written reports to the Vice President and to each scheduled Senate meeting; implement Senate directions and keep action logs up to date.

Prerequisites

A Candidate for the International Officer position must be an International Student.