

THE ROLE OF THE UNDERGRADUATE OFFICER



Honoraria \$793.19 per month

Purpose

You are the Guild's deputy lead on undergraduate teaching, learning and academic quality. Working with the Vice President Academic (VPA), you coordinate School Representatives, support the Undergraduate Department to run effectively, and turn student feedback into useful activities, training and advocacy. You help undergraduate academic clubs to affiliate, develop and deliver value. You operate within the Constitution, Standing Orders and the Undergraduate Department Policy, and you are accountable to the Senate.

What the key duties involve day to day

Coordinate Undergraduate School Representatives

- Be the first point of contact for School Reps: circulate agendas, papers and dates; support attendance and preparation for Teaching and Learning Committees and 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 VPA and Senate reports.

Assist the VPA to organise and run the Undergraduate 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 VPA for Secretariat/Senate reporting.

Develop undergraduate academic activities and training

- Co-design and deliver co-curricular programs with the VPA.
- Support rep training and capability building
- Plan and run forums or campaigns on emerging issues (assessment load, timetabling, resources, supervision, placements), ensuring WHS, risk and accessibility are addressed.

Support undergraduate academic 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 surveys, school forums and club check-ins; map themes by School and issue (assessment, labs/equipment, software, timetabling, placements).
- Feed evidence into STLCs and other University committees via the VPA/School Representatives; help prepare student briefs and submissions.
- Close the loop by sharing outcomes and improvements through Department channels and Guild comms.
- Contribute to quarterly and annual reporting.

Recruitment, continuation and compliance for School Representatives

- Support the VPA with recruitment and selection per the Undergraduate Department Policy.

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

- Prep and run one Undergraduate Department meeting or School Rep roundtable; produce minutes/action lists.
- Support 1–2 School Reps to prepare for STLCs; collect debriefs and escalate actions.
- Draft or review a club affiliation/funding request; coordinate with events/finance teams on logistics or acquittals.
- Progress an academic initiative (e.g., assessment workshop): book venue, align comms, complete risk/WHS checklist.
- Update the VPA for Secretariat/Senate reporting.
- Student engagement: answer rep/club queries; short pulse survey on a current issue.

Time commitment and expectations

- Peak periods: O-Week and start of semesters, assessment/exam windows, STLC cycles, Clubs Fest, policy consultations, end-of-year transitions and rep recruitment.
- Steady part-time workload; some evenings for meetings/events. Plan around your assessments and communicate availability early.

What success looks like

- Fully staffed, well-supported School Rep network with strong attendance at STLCs and useful debriefs feeding Guild advocacy.
- A clear annual program of undergraduate academic activities with solid attendance, positive feedback and safe, compliant delivery.
- Timely club affiliations and fair funding decisions; smooth event logistics and acquittals.
- Evidence-based improvements recorded.
- 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 Undergraduate Officer position must be an Undergraduate Student.