
Please complete this form if you would like to apply for a position as Student Leader with the office of Student Life. Please note that the completion of this form does not guarantee selection in the Leader role.

Application forms must be received by Student Life by **5pm, 6 December 2019** to be considered. Please email your application to Studentlife@usq.edu.au or drop it in to any of our campus offices.

Student Leader - Position Description

Each semester USQ Student Life (previously Phoenix Central) employs a group of dedicated students to assist with implementing orientation programs and student events throughout the semester. Student Leaders serve as a resource for new students who are making the transition from their previous environment to the diverse academic, intellectual, and social culture of the University of Southern Queensland. Student Leaders assist the Student Life team to execute key student events such as Orientation, Student Life Expo, Harmony Day, Stress Less Week, etc. Student Leaders possess knowledge of the University and student life acquired through training and their own experiences. Selection to the Student Leader team is a rewarding opportunity for personal and professional growth.

Minimum Qualifications

- Good academic standing, with a minimum cumulative GPA of 4.0
- Knowledge of and commitment to the mission and goals of USQ Student Life
- Leadership potential, professional demeanour, strong work ethic, and willingness to take initiative
- Positive attitude, high energy level, knowledge of and enthusiasm for USQ
- Good teamwork, communication, and interpersonal skills
- Ability to work effectively with a diverse group of team members
- Desire to learn about the University's community, programs, resources, policies, and procedures
- Flexibility, responsibility, and willingness to assist others
- Must have a valid QLD blue card or willing to obtain one

Roles and Responsibilities

- Serve as a positive representative of the University to new students and their guests
- Answer questions about both social and academic aspects of University life
- Facilitate new students' introduction to the University by maintaining an open, helpful attitude and using effective communication techniques
- Promote interaction among groups of new students during workshops and events
- Assist in events and activities, including set up, running and pack down
- Help facilitate social activities for new students through direct involvement and participation
- Work closely and cooperate with other Student Leaders and Student Life staff to provide student enrichment programs

Terms and Conditions of Employment

- Student Leaders must attend and participate in the training session for their campus (date listed below)
- The Student Leader role is a casual contract for one year only. Hours are flexible and all staff hours are negotiated according to need and availability.
- The Student Leader role is paid at a HEW3.1 level in accordance with USQ's Casual Professional Employee Salary Schedule
- All Student Leaders receive a branded polo shirt to wear while performing their duties



Important Student Leader Dates

Applications Close

5pm, 6 December 2019

Shortlisting & interviews

11 December 2019

Selections announced by

16 December 2019

Student Leader Training Day

Friday 7 February 2020

Orientation Week

17-21 February 2020

Student Life Expo (Depending on campus)

24-26 February 2020

Selection Process Overview

Step 1: Complete and submit your application form

This application form is designed to better inform us about your background, work history, academic pursuits, and motivation for becoming a Student Leader. Please be clear and concise in your written responses.

Step 2: USQ Student Life will contact you to advise if you have been shortlisted

Based on the information you provide on the Application Form, Student Life staff will contact you and advise if you have been shortlisted for an interview. If you have not been shortlisted you will be advised via email.

Step 3: If you were shortlisted, attend an interview

A select number of applicants will be invited to continue to the individual interview process. Student Life staff will conduct these individual interviews, which are designed to provide a more detailed insight into your experiences, qualifications, and understanding of the University and the Student Leader role.

Applicant Details

First name: _____ Last name: _____

Male Female

Date of birth: _____

Student number: _____

Contact phone: _____

Email address: _____

Address: _____

Degree/program: _____

Year of study: _____

I have attached a copy of my resume:

Yes

No

At which campus are you applying for a position? _____

