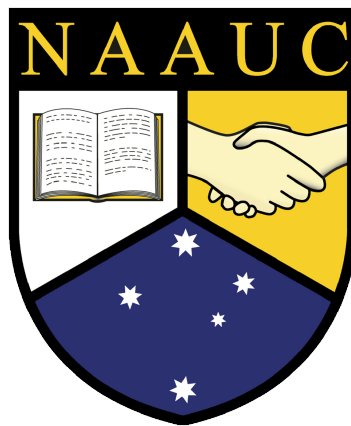


**NATIONAL ASSOCIATION OF AUSTRALIAN
UNIVERSITY COLLEGES**



Position Description: Academic Director

Approved By The NAAUC Executive Committee: 6th of February 2023



The National Association of Australian University Colleges (NAAUC) is the peak representative body for university students living on campus in Australia. NAAUC has three primary functions; to connect students from residences across the country, to support and educate student leaders about community building and cultural issues, and to advocate for students and student issues. NAAUC is a registered charity, and operates in all Australian States and Territories.

The Academic Director is the member of the NAAUC team responsible for NAAUC’s academic program, an educational resources and seminar catalogue which covers issues relevant to student leadership, issues facing young leaders today, and college life. The Academic Director is tasked with developing the catalogue of topics, and managing the members of the NAAUC Team in the creation of academic materials. The Academic Director is responsible for ensuring the academic content is consistently high quality, and updated annually to suit the organisation’s goals.

Classification	3
Reporting	3
Objectives Of The Role	3
About the Role	3
Essential Functions	3
Other Duties	4
General duties	4
Work Conditions	5
Required Competencies	5
Knowledge	5
Skills & Abilities	6
Attributes	6
Requirements	6
Credentials & Qualifications	6
Education & Experience	6
Key Selection Criteria	7
The Ideal Candidate	7
Additional Requirements	8
Approval and Review	8



1 Classification

- 1.1 The NAAUC Academic Director is a part-time volunteer role.
- 1.2 The NAAUC Academic Director serves from the time of their appointment until the changeover meeting in the following cycle.

2 Reporting

- 2.1 The Academic Director reports to the President.
- 2.2 The Academic Director reports to the Executive Committee on a weekly basis.
- 2.3 As an Executive Committee member, the Academic Director must report to NAAUC's members at general meetings.

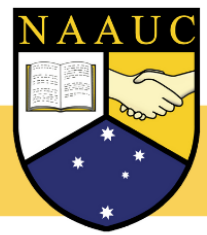
3 Objectives Of The Role

- 3.1 The Academic Director is tasked with ensuring NAAUC delivers a high quality academic program, both at its events, and as resources accompanying each topic. The Academic Director develops and implements an academic catalogue in conjunction with the NAAUC team. While this includes many responsibilities, the Academic Director is primarily charged with ensuring academics are of high quality, created on time, and presented well.

4 About the Role

4.1 Essential Functions

- 4.1.1 Lead the creation and maintenance of NAAUC's academic catalogue.
- 4.1.2 Ensure NAAUC's academic program is of high quality, relevant to students, and accurate.
- 4.1.3 Provide a framework for NAAUC team members to complete academic creation milestones in a timely manner, and ensure the team progresses adequately.



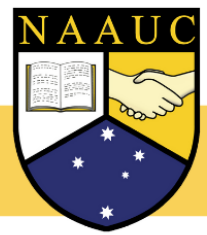
- 4.1.4 Assign NAAUC team members to academic topics and presentations, and provide clear expectations as to what this entails.
- 4.1.5 Meet regularly with all team members, in their academic working groups, to ensure progress on academic milestones.
- 4.1.6 Create and integrate the annual academic theme, with input from the NAAUC Team.
- 4.1.7 Plan and prepare NAAUC team members to conduct a NAAUC On The Road, including preparation and review of academic content.
- 4.1.8 Ensure the training of all NAAUC academic presenters, particularly as it relates to NAAUC On The Roads, State Summits, and the National Conference.
- 4.1.9 Manage the database of NAAUC's academic content, ensuring materials are transferred to incoming teams in an effective manner.
- 4.1.10 Work alongside the Conference Director to secure guest speakers for the National Conference.

4.2 Other Duties

- 4.2.1 Create and develop special National Conference seminars and programs, including but not limited to, the State Forum, The Pitch, Panel Sessions, and Roundtables.
- 4.2.2 Assist the Conference Director where possible in planning the National Conference.

4.3 General duties

- 4.3.1 Complete all tasks as requested by the Executive.
- 4.3.2 Create materials for, and present a National Conference academic seminar. The Academic Director will also present at other NAAUC events as required.



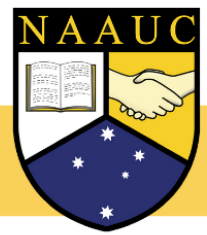
4.4 Work Conditions

- 4.4.1 As NAAUC operates across all states and territories, the Academic Director will be required to work remotely, and from home, with the NAAUC team and with key stakeholders.
- 4.4.2 The Academic Director is expected to perform ten hours of duties per week on average.
- 4.4.3 The Academic Director must be available for contact as much as reasonably possible. Team members can expect replies in no more than 24 hours.
- 4.4.4 The Academic Director is expected to attend weekly Executive Committee meetings, as well as monthly team meetings.
- 4.4.5 The Academic Director is required to attend NAAUC in person meetings on a quarterly basis, and all of NAAUC's major events, including relevant State Summits and NAAUC's National Conference.

5 Required Competencies

5.1 Knowledge

- 5.1.1 The Academic Director **must** have an understanding of;
 - 5.1.1.1 NAAUC and its standard operating procedures,
 - 5.1.1.2 The College and University living sector,
 - 5.1.1.3 The standard organisational structure of University Colleges and residences,
 - 5.1.1.4 Issues facing students living on campus today.
- 5.1.2 Ideally the Academic Director will also have knowledge of;
 - 5.1.2.1 The tertiary education sector,
 - 5.1.2.2 The core principles of education and learning.



5.2 Skills & Abilities

- 5.2.1 The Academic Director **must** have the ability to;
 - 5.2.1.1 Create and manage a database of academic resources.
 - 5.2.1.2 Communicate effectively with all NAAUC team members, particularly in relation to the completion of academic milestones.
- 5.2.2 Ideally, the Academic Director will have some ability in relation to;
 - 5.2.2.1 Education and teaching.

5.3 Attributes

- 5.3.1 The Academic Director must display a high degree of professionalism when engaging with stakeholders.
- 5.3.2 The Academic Director must be an outgoing individual, with the ability to connect with students effectively.

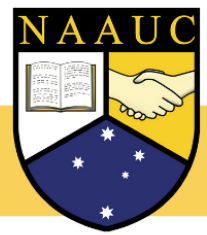
6 Requirements

6.1 Credentials & Qualifications

- 6.1.1 Ideally, the Academic Director will have, or be in a position to rapidly obtain;
 - 6.1.1.1 First aid training

6.2 Education & Experience

- 6.2.1 The Academic Director must be currently enrolled at, be on a leave of absence from, or have graduated from a recognised tertiary institution in Australia.
- 6.2.2 The Academic Director must have lived on campus at a University College.
- 6.2.3 Ideally, the Academic Director will have experience;
 - 6.2.3.1 On the NAAUC team in some capacity.



7 Key Selection Criteria

- 7.1 High level communication skills and interpersonal management skills.
- 7.2 Demonstrated understanding of NAAUC's purpose, strategic direction, and value in University Colleges.
- 7.3 Demonstrated ability to develop and review academic resources as they relate to the Association's goals.
- 7.4 Passion for and understanding of NAAUC's Academic program.
- 7.5 Ability to lead projects across a broad and diverse team, working closely with each individual team member to coordinate the creation of resources.
- 7.6 Ability to support the personal development of team members in relation to presenting skills and the development of seminars.

8 The Ideal Candidate

- 8.1 The Ideal Candidate for Academic Director is an individual who has lived on campus at university for an above average period of time, and was elected to a senior position on the student leadership team at their residence. The Ideal candidate will be studying and/or working part time, and be in a position to devote a significant amount of time to the organisation. The ideal candidate will have a keen interest in student issues and the betterment of college and university residential communities. The Academic Director will also have skills related to the development of educational and teaching resources. The Academic Director should be a conscientious individual who is able to apply themselves to written work over extended periods of time.



9 Additional Requirements

- 9.1 In order to be appointed Academic Director, an individual must undergo an application and interview process, and be selected by the Executive Committee. Individuals should follow NAAUC's application and appointment process outlined on its website.

10 Approval and Review

Approval and Review	Details
<i>Approval Authority</i>	The NAAUC Executive Committee.
<i>Administrator</i>	President, NAAUC. Secretary, NAAUC.
<i>Next Review Date</i>	06/02/2025

Approval and Amendment History	Details
<i>Original Approval Authority and Date</i>	Approved by the NAAUC Executive Committee on 13/09/2022.
<i>Amendment Authority and Date</i>	Amended by the NAAUC Executive Committee on 06/02/2023.
<i>Notes</i>	None