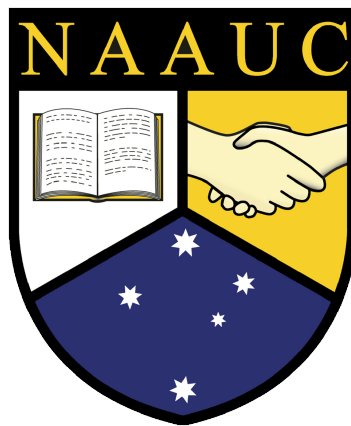


**NATIONAL ASSOCIATION OF AUSTRALIAN
UNIVERSITY COLLEGES**



Position Description: State Representative

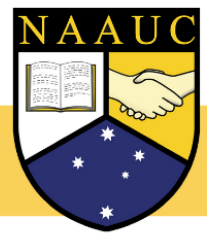
Approved By The NAAUC Executive Committee: 6th of February 2023



The National Association of 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.

NAAUC's State Representatives are responsible for student engagement within their state or territory, and are expected to coordinate engagement activities throughout the year. Under the leadership of the Vice President (Engagement), the State Representatives will build and maintain relationships with colleges and university residences, and deliver NAAUC's offerings. State Representatives are responsible for advertising and promoting NAAUC's offerings to student leaders, and ensuring effective communication channels with various college and residence students are maintained. State Representatives will deliver a series of events each year, aimed at supporting student leaders in their state or territory.

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1 Classification

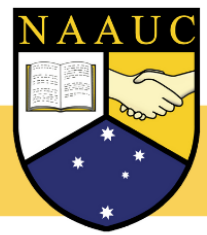
- 1.1 NAAUC State Representative is a part-time volunteer role.
- 1.1 NAAUC State Representatives serve from the time of their appointment until the changeover meeting in the following cycle.

2 Reporting

- 2.1 The State Representatives report to the Vice President (Engagement).
- 2.2 The State Representatives report to the State Representative Team on a fortnightly basis.
- 2.3 The State Representatives report to the whole NAAUC team on a monthly basis at whole team meetings.

3 Objectives Of The Role

- 3.1 NAAUC's State Representatives are tasked with ensuring NAAUC's offerings are promoted and delivered in each state and territory. State Representatives will run a series of events and build communication channels with student leaders in order to assist them in creating stronger communities. State Representatives will coordinate and lead the implementation of engagement offerings on a state/territory basis, providing guidance for how various NAAUC team members can assist and contribute.



4 About the Role

4.1 Essential Functions

- 4.1.1 Build relationships with student leaders from University Colleges and residences in your state or territory.
- 4.1.2 Facilitate Networking Events for students in your state or territory, with preference for facilitating at least one networking event per semester.
- 4.1.3 Organise and facilitate one academic State Summit during the year.
- 4.1.4 Promote the NAAUC On the Road program in your state or territory.
- 4.1.5 Meet with state and territory specific intercollegiate bodies (or equivalent) including intercollegiate councils and establish connections with student leaders in these groups.
- 4.1.6 Answer inquiries from students in your state or territory regarding NAAUC, NAAUC On The Road, Consulting, National Conference, and any other inquiries.
- 4.1.7 Manage case by case consultation in state or territory in partnership with the Vice President (Engagement)
- 4.1.8 Regularly attend State Representative meetings with the Vice President (Engagement).

4.2 Other Duties

- 4.2.1 Escalate any pertinent issues in your state or territory to the Vice-President (Engagement), Executive Committee or consultation process.
- 4.2.2 Pass on any ideas, feedback, or questions from students in your state or territory to the Executive Committee.

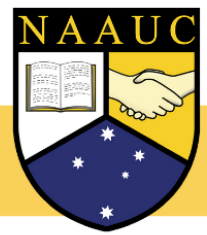


4.3 General duties

- 4.3.1 Complete all tasks as requested by the Executive Committee.
- 4.3.2 Create materials for, and present a National Conference academic seminar.
- 4.3.3 Lead a National Conference debrief group of delegates.

4.4 Work Conditions

- 4.4.1 As NAAUC operates across all states and territories, State Representatives will be required to work remotely, and from home, with the NAAUC team and with key stakeholders.
- 4.4.2 The State Representatives are expected to perform six hours of duties per week on average.
- 4.4.3 The State Representatives must be available for contact as much is reasonably possible. Team members can expect replies in no more than 24 hours.
- 4.4.4 The State Representatives are expected to attend fortnightly State Representative meetings, as well as monthly whole team meetings.
- 4.4.5 The State Representatives are 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 State Representatives **must** have an understanding of;
 - 5.1.1.1 The college and university living sector,
 - 5.1.1.2 The standard organisational structure of university colleges and residences,
 - 5.1.1.3 Issues facing students living on campus.

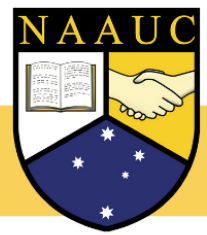
- 5.1.2 Ideally, State Representatives will also have knowledge of;
 - 5.1.2.1 The tertiary education sector,
 - 5.1.2.2 Student leadership and teamwork

5.2 Skills & Abilities

- 5.2.1 The State Representatives **must** have the ability to;
 - 5.2.1.1 Build relationships with student leaders from various colleges and university residences.
 - 5.2.1.2 Communicate effectively with NAAUC team members, particularly in relation to the provision of NAAUC's offerings.

5.3 Attributes

- 5.3.1 State Representatives must display a high degree of professionalism when engaging with stakeholders.
- 5.3.2 State Representatives must be outgoing individuals, with the ability to connect with students effectively.



6 Requirements

6.1 Credentials & Qualifications

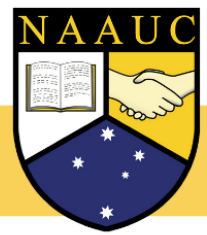
- 6.1.1 Ideally, the State Representatives will have, or be in a position to rapidly obtain;
 - 6.1.1.1 First aid training

6.2 Education & Experience

- 6.2.1 State Representatives 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 State Representatives must have lived on campus at a University College.
- 6.2.3 Ideally, the State Representatives will have experience;
 - 6.2.3.1 On the NAAUC team in some capacity.
 - 6.2.3.2 With colleges and university residences in your state or territory, and have a deep understanding of the college and university residence context in a specific state or territory.

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 Passion for NAAUC, its offerings, and what it can provide for students in university colleges
- 7.4 Experience in a university residential setting, particularly in a position of leadership or service within a university community.
- 7.5 Demonstrated ability to engage with students in university colleges



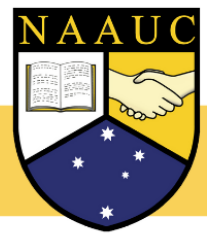
- 7.6 Capacity to deliver NAAUC's programs, events, and offerings to university colleges.
- 7.7 Understanding of the tertiary education, university residence, and student leadership context in your state.

8 The Ideal Candidate

- 8.1 The Ideal Candidate for State Representative 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 time to the organisation. The ideal candidate will have a keen interest in student issues and the betterment of college and residential communities, and an understanding of how issues facing manifest in a given state or territory. State Representatives will also also have skills related to event management and partnerships building. State Representatives will be conscientious individuals who are able to apply themselves to NAAUC work over extended periods of time

9 Additional Requirements

- 9.1 In order to be appointed as State Representative, 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 listed 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>	10/12/2023

Approval and Amendment History	Details
<i>Original Approval Authority and Date</i>	Approved by NAAUC Executive Committee on the 13/09/2022
<i>Amendment Authority and Date</i>	NAAUC Executive Committee No Amendments to date.
<i>Notes</i>	None