

**NATIONAL ASSOCIATION OF AUSTRALIAN  
UNIVERSITY COLLEGES**



**Position Description: Working Party**

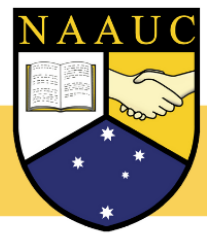
*Approved By The NAAUC Executive Committee: 6th of February 2023*



***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 Working Party is responsible for assisting in the execution of NAAUC’s critical programs, namely National Conference, and the Academic Program. The Working Party is also tasked with assisting the NAAUC to complete growth projects and deliver offerings where required and where possible. Under the leadership of the Vice President (Development), the Working Party will work collectively on new initiatives. The Working Party will consist of a series of Portfolio Officers, and some General Officers.***

<b>Classification</b>	<b>2</b>
<b>Reporting</b>	<b>3</b>
<b>Objectives Of The Role</b>	<b>3</b>
<b>About the Role</b>	<b>3</b>
Essential Functions	3
Other Duties	4
General duties	4
Work Conditions	5
<b>Required Competencies</b>	<b>5</b>
Knowledge	5
Skills & Abilities	6
Attributes	6
<b>Requirements</b>	<b>6</b>
Credentials & Qualifications	6
Education & Experience	6
<b>Key Selection Criteria</b>	<b>7</b>
<b>The Ideal Candidate</b>	<b>7</b>
<b>Additional Requirements</b>	<b>8</b>
<b>Approval and Review</b>	<b>8</b>



## **1 Classification**

- 1.1 NAAUC Working Party Member is a part-time volunteer role.
- 1.2 NAAUC Working Party Members serve from the time of their appointment until the changeover meeting in the following cycle.

## **2 Reporting**

- 2.1 The Working Party Members report to the Vice President (Development).
- 2.2 The Working Party Members report to the Working Party on a fortnightly basis.
- 2.3 The Working Party Members report to the whole NAAUC team on a monthly basis at whole team meetings.

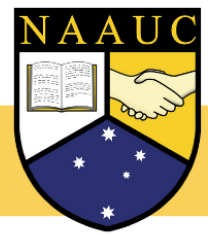
## **3 Objectives Of The Role**

- 3.1 NAAUC's Working Party is tasked with supporting the NAAUC team to deliver the National Conference, and the NAAUC academic program. The NAAUC Working Party will also perform general tasks required by the team, under a series of portfolios and as delegated. The Working Party is intended to enable passionate and skilled individuals to join the team, and contribute to the growth of the association.

## **4 About the Role**

### **4.1 Essential Functions**

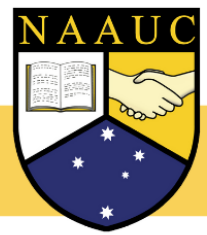
- 4.1.1 Plan and execute at least one National Conference social event as allocated by the Conference Director.
- 4.1.2 Synthesise, implement, and expand on ideas to enhance NAAUC's ability to support students living on campus.



- 4.1.3 Take on and fulfil the requirements of one of NAAUC's portfolio positions. This is an optional function, allocated through negotiation with the Executive Committee. Portfolios will cover the following areas of NAAUC's operations:
  - 4.1.3.1 Outreach,
  - 4.1.3.2 Engagement,
  - 4.1.3.3 Communications & Media,
  - 4.1.3.4 Website Design and Management,
  - 4.1.3.5 Sponsorships & Partnerships,
  - 4.1.3.6 Memberships,
  - 4.1.3.7 Other areas as determined by the Executive Committee,
  - 4.1.3.8 Other areas as proposed by individual Working Party members.
- 4.1.4 Support the Executive Committee in the development of new programs and initiatives.
- 4.1.5 Regularly attend State Representative meetings with the Vice President (Engagement).

## **4.2 Other Duties**

- 4.2.1 Support State Representatives in a given state to deliver NAAUC's offerings to students.
- 4.2.2 Pass on any ideas, feedback, or questions from students in their state to the Executive Committee.

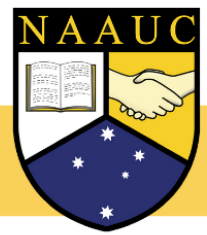


### **4.3 General duties**

- 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, Working Party Members will be required to work remotely, and from home, with the NAAUC team and with key stakeholders.
- 4.4.2 The Working Party Members are expected to perform six hours of duties per week on average, unless otherwise specified.
- 4.4.3 The Working Party Members 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 Working Party Members are expected to attend fortnightly Working Party meetings, as well as monthly NAAUC team meetings.
- 4.4.5 The Working Party Members 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

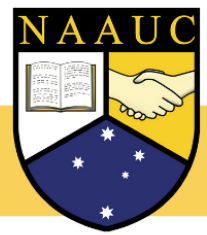
- 5.1.1 The Working Party Members **must** have an understanding of;
  - 5.1.1.1 The College and University living sector,
  - 5.1.1.2 The standard organisational structure of University Residences,
  - 5.1.1.3 Issues facing students living on campus today.
  
- 5.1.2 Ideally, Working Party Members will 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 Working Party Members **must** have the ability to;
  - 5.2.1.1 Communicate and work effectively with NAAUC team members, particularly in relation to the provision of NAAUC's offerings.
  
- 5.2.2 Ideally, the Working Party Members will have some ability in relation to;
  - 5.2.2.1 Implementing new initiatives.
  - 5.2.2.2 Generating ideas for programs which can enhance the organisation.

### 5.3 Attributes

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



## 6 Requirements

### 6.1 Credentials & Qualifications

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

### 6.2 Education & Experience

- 6.2.1 Working Party Members must be currently enrolled, be on a leave of absence from, or have graduated from a recognised tertiary institution in Australia.
- 6.2.2 Working Party Members must have lived on campus at a University College or Residence.
- 6.2.3 Ideally, the Working Party Members will have experience;
  - 6.2.3.1 With Colleges and Residences in their particular state or territory, and have a deep understanding of the University Living 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 Understanding of the tertiary education, university residence, and student leadership context in your university community.



- 7.6 Demonstrated ability to work both independently and collaboratively on projects that advance the goals of the Association.

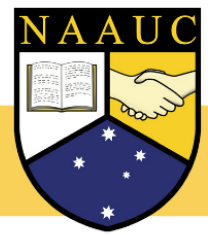
## **8 The Ideal Candidate**

- 8.1 The Ideal Candidate for Working Party Member is an individual who has lived on campus at University for an above average period of time, or is currently living on campus at a University Residence. Ideally Working Party Members will have been 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 communities, and an understanding of how issues facing students manifest in a given state or territory. Working Party Members will also have skills related to event management and partnerships building. Working Party Members 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 a Working Party Member, 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