

POSITION DESCRIPTION

STUDENT DEVELOPMENT COORDINATOR

Department: Corporate

Reporting to: General Manager

WHO ARE WE?

MONSU Caulfield is the Undergraduate Student Union at Monash University Caulfield Campus. We service over 9000 students by providing free services, programs and support, as well as events, clubs and societies, activities and representation, to ensure students have the best possible university experience.

MONSU Caulfield is a not-for-profit organisation, comprised of full-time and part-time staff and a democratically elected Student Council. We're an organisation governed by students, for students, with a passion for ensuring a great student experience on campus and that student interests and issues are being addressed by the University, government and broader community.

With portfolios across a range of areas like women's, welfare, queer, overseas students, people of colour and much more, we strive to be a leader in student representation and provide outstanding experiences for all students. We do this through campaigns, events, activities, workshops, advocacy, welfare and support.

MONSU Caulfield staff are integral in providing the high-level expertise, support and direction necessary to ensure the services we deliver to students are of outstanding quality.

WHAT DOES A STUDENT DEVELOPMENT COORDINATOR AT MONSU CAULFIELD DO?

YOUR ROLE

The Student Development Coordinator (SDC) is responsible for developing and empowering the elected MONSU Caulfield (M.C) Student Council (SC), M.C club executives (CE) and student volunteers (MONSU Crew). You will develop and deliver induction programs for those key groups, outlining their roles and responsibilities at M.C. Your role will be to help ensure these student groups act in accordance and compliance with M.C and Monash University regulations along with government regulatory requirements. The SDC provides administrative support for all three student groups.

It is your role to support them to perform to the best of their abilities to ensure their success as student leaders. This role provides governance and regulatory support to the M.C student council and club executives to ensure they can represent Monash Caulfield Undergraduate students to the best possible standard. This involves helping them understand how to run meetings, prepare minutes, prepare for high-level University meetings (etiquette, note-taking, report writing, and preparing presentations), and build relationships with university stakeholders. Developing a clear understanding of the M.C Constitution, M.C and University policies and procedures will be essential for this role.

WHO YOU WILL WORK WITH

The SDC is a key contact for all three student groups, and should be able to provide clear guidance on complex issues in a timely and professional manner. You will work closely with MONSU Caulfield staff to ensure SC and CE are provided the resources and support required to deliver M.C programs and events. Working within a small organisation, you are expected to work collaboratively with all MONSU Caulfield staff, support their departments, and work together to foster the growth of the elected SC.

MONSU VOLUNTEERS

The MONSU Crew volunteer program is crucial to recruiting enthusiastic student volunteers to enhance the student experience. The SDC provides the resources to ensure they feel part of the M.C community. You are responsible for further developing and coordinating the program, and train the SC team to facilitate and mentor their own volunteer Crews. You are responsible for working with all areas of M.C. to ensure volunteers are rostered and trained to deliver M.C. programs and events.

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OUR EXPECTATIONS

This position reports directly to the General Manager. This role will work in consultation with the General Manager regarding risk management, planning and execution of the M.C strategic plan. You'll help manage SC team expectations, and in particular how MONSU Caulfield and the university policies and procedures can impact their plans, and bring any potential breaches of policy to the GM's attention.

The SDC should be passionate about developing and working with students to make them the best versions of themselves to represent the student community at Monash University. You should be organised and detail-oriented to ensure policies and procedures are administered. You will be a valuable team player at MONSU Caulfield who assists the organisation in meeting the common goal, of providing the best possible university experience.

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KEY SKILLS AND KNOWLEDGE

Managing Change	The ability to demonstrate support for innovation and for organisational changes needed to improve the organisation’s effectiveness, initiating, sponsoring and implementing organisational change; helping others to successfully manage organisational change
Managing Performance	Demonstrated ability to take responsibility for one's own performance by setting clear goals and expectations, receiving and accepting feedback, and addressing performance problems and issues promptly
Problem Solving	Demonstrated ability to tackle a problem by using a logical, systematic, sequential approach. Being adaptive and taking initiative is integral to attaining optimal results
Agility	Demonstrated ability and experience in adapting to unexpected issues and over-coming roadblocks
Strategic Thinking	Demonstrated capacity to see the big picture by using critical thinking to overcome complex issues and plan for the future
Communication	Ability to clearly articulate information and constructively interact with others while ensuring all communications are effective, appropriate and timely. Has the ability to interact with and listen to culturally diverse groups and build rapport.
Team Experience	Proven 3 years experience in team coordination, working with young adults and mentoring is highly favoured. This includes but is not limited to ideation, planning, mentoring, networking, risk management, budget allocation, training, managing groups, and personnel rostering
Qualifications	A tertiary qualification is essential. A qualification in community development, education or human resources is preferred
Leadership	Proven individual leadership qualities. Ability to use initiative, work without supervision and firmly but fairly lead, coordinate and liaise with groups of people
Risk Management	Demonstrated knowledge of safe work practises, following procedures, and understanding and application of OH&S policies
Self Confidence	Possesses faith in personal ideas and the ability to be successful and maintains a willingness to take an independent position in the face of opposition. Acts on feed-back with enthusiasm.
Teamwork	Desire to build trust and inspire your team members, and make sure you’re leading others to be respectful, collaborative and accountable to nurture a healthy work culture. Working well with the rest of the M.C staff is also essential.

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KEY SKILLS AND KNOWLEDGE

CORE VALUES

Integrity	Demonstrates honesty, responsibility, reliability and trustworthiness.
Pursuing Personal Development	Actively identifying new areas for personal learning; regularly creating and taking advantage of learning opportunities. Using the gained knowledge and skill on the job and applying the skill application to improve your team results.
Empowering Others	The ability to instil confidence in employees’ ability to be successful, especially at challenging new tasks, delegating significant responsibility and authority, and allowing employees freedom to decide how they will accomplish their goals and resolve issues.
Championing Young People	Believe young adults are the leaders of tomorrow and wish to help guide, teach and mentor all students from diverse backgrounds to produce great outcomes