

## 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 events, 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 (Student Representatives). We're an organisation run 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 providing outstanding experiences for all students. We do this through campaigns, events, activities, workshops, advocacy, welfare and support.

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

#### WHAT DOES A STUDENT DEVELOPMENT COORDINATOR AT MONSU CAULFIELD DO?

You will be responsible for mentoring and leading the elected MONSU Caulfield (M.C) Student Representative (SR) team, M.C club executives and student volunteers. This includes inducting, supporting, assisting, and instilling confidence required to perform at the highest level and be successful as student representatives, executives and leaders.

You'll provide governance and regulatory support to the SR team and club executives to ensure they are able to represent Monash Caulfield Undergraduate students to the best possible standard. This includes helping them prepare for high-level University meetings (etiquette, note-taking, report writing, presentation writing and creation), and building relationships with university stakeholders.

You will be the first point of contact for Student and club Representatives, and be able to provide clear direction on complex issues to the appropriate staff or team in a timely manner. Developing and delivering an informative induction program for Student Representatives, clubs and volunteers and ensuring compliance to M.C, University and regulatory requirements will be fundamental in this role. Some financial administration support is also required for club executives.

The MONSU Crew volunteer program is key to recruiting student leaders and embracing them into the MONSU Caulfield community. You will further develop and coordinate this program, and train the S.R team to facilitate and mentor their own volunteer Crews. Sustainability is a core focus and value of M.C. You will be responsible for embedding and establishing the Sustainability Crew into the existing MONSU Crew program.

This role will work in consultation with the General Manager regarding risk management, planning and implementation of the M.C strategic plan. You'll help manage SR team expectations and in particular how MONSU Caulfield and the university policies and procedures can impact their event plans, and bring any potential breaches of policy to the GM's attention. You'll also research, prepare and distribute reports to the M.C leadership team and relevant stakeholders regarding activities, programs, events, campaigns and issues affecting students.

This position also works closely with the Events Coordinator, the Communication and Creative teams and some University student engagement stakeholders.

## POSITION DESCRIPTION

### STUDENT DEVELOPMENT COORDINATOR

#### KEY SKILLS AND KNOWLEDGE

---

|                             |  |
|-----------------------------|--|
| <b>Managing Change</b>      | Demonstrated ability to support innovation and organisational changes to improve organisational effectiveness. Confidence and ability to initiate, sponsor, and implement organisational change if required, and helping others to successfully manage organisational change to better service M.C and clubs |
| <b>Managing Performance</b> | 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   |
| <b>Problem Solving</b>      | Demonstrated ability to tackle problems using a logical, systematic, and sequential approach. Being adaptive and taking initiative is integral to attaining optimal results, especially in events  |
| <b>Strategic Thinking</b>   | Demonstrated capacity to see the big picture by using critical thinking to overcome complex issues and plan for the future   |
| <b>Communication</b>        | High level written and verbal communication skills, able to clearly articulate information and listen attentively to ensure effective operations. Has the ability to interact with and listen to culturally diverse groups and build rapport   |
| <b>Event Experience</b>     | Proven 3 years experience in event coordination. This includes but is not limited to ideation, planning, networking, floor planning, event logistics, risk management, event set-up and pack-down, financing, multitasking and personnel rostering   |
| <b>Qualifications</b>       | A tertiary education or relevant equivalent is essential. Event based qualifications are preferred   |
| <b>Leadership</b>           | Proven individual leadership qualities. Ability to use initiative, work without supervision and firmly but fairly lead, coordinate and liaise with groups of people  |
| <b>Creativity</b>           | Demonstrated openness and willingness to try new ways of doing things, innovations and maintaining enthusiasm on new challenges. You're able to bring visions to life  |
| <b>Risk Management</b>      | Demonstrated knowledge of safe work practises, following procedures, and understanding and applications of OH&S policies   |

---

**POSITION DESCRIPTION**  
**EVENT COORDINATOR**

**CORE VALUES**

|                                      |   |
|--------------------------------------|---|
| <b>Innovation</b>                    | You always strive for better and are excited to bring new ideas to life and make them successful  |
| <b>Integrity</b>                     | You are honest, responsible, reliable, compassionate, trustworthy and work with transparency  |
| <b>Teamwork</b>                      | You work collaboratively to build trust and inspire your team members. You make sure you're leading others to be respectful, collaborative and accountable to enhance a healthy work culture                                    |
| <b>Pursuing Personal Development</b> | You actively identify new areas for personal learning and commit to gaining new skills and developing contemporary knowledge to improve your team's results   |
| <b>Empowering Others</b>             | You convey confidence in other's ability to be successful, especially with challenging new tasks. You can delegate significant responsibility and authority, and empower your team to accomplish their goals and resolve issues |
| <b>Championing Young People</b>      | You 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   |

**This role requires a Victorian drivers licence, a valid working with children check and evidence of full COVID-19 vaccination compliance. MONSU Caulfield expects awareness of and compliance with Monash University and MONSU Caulfield policies and procedures.**

**This position description will help me better understand my role within MONSU Caulfield. I also accept that my Manager will use this position description during my performance appraisal.**

Signature:

Date: