

Position Description: Special Officers, ACU National Student Association (ACUNSA)

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research, and service.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

Student engagement, leadership and service are integral to ACU's Mission and identity and student leaders play a crucial role in implementing the Mission of the University and promoting the social, intellectual, cultural, and spiritual welfare of their fellow students and informing University strategy and processes.

ABOUT ACU STUDENT ASSOCIATIONS

Each campus has a Campus Student Association (CSA) which is governed by [Statute 9](#) and a Constitution. CSAs provide advocacy, support, and social activity for all students on their campus.

Coordination at a national level is achieved through the [Australian Catholic University National Student Association \(ACUNSA\)](#) comprising the President of ACUNSA, the Campus Student Association Presidents and an Indigenous, International, Postgraduate and Online Student Officers. ACUNSA is the premier student association at ACU.

ACUNSA and the Campus Student Associations are supported by the Student Life Unit of the Student Support Services Directorate with training. Student Life oversees student associations' training and the financial and risk management of the Associations' programs, events and activities.

ACUNSA and the Campus Student Associations work closely with the Student Life Unit and specifically the Student Life Coordinator and the Student Life Officers on each Campus.

POSITION PURPOSE

The ACUNSA Special Officers are responsible for assisting the Council by bringing to Council's attention matters of concern and relevance for their respective constituencies. The four representative positions are: First Peoples Students Officer, International Students Officer, Postgraduate Students Officer and Online Students Officer.

STIPEND

ACUNSA Special Officers receive an annual stipend which is equivalent to 30% of the Research Training Program Stipend base level (indexed annually). In 2024 the stipend is approximately \$9,250.

NB: The stipend is not a salary or a wage: the President is not paid for the hours worked. Rather the stipend is provided in recognition of the workload of the role which includes regular attendance at meetings and events across the University.

TRAVEL

This role requires travel to other campuses approximately once per year.

EXPECTED HOURS OF COMMITMENT

The ACUNSA Special Representatives can expect to devote at least 5 - 7 hours per week to this role. Students should consider this very carefully when nominating for election.

POSITION RESPONSIBILITIES

The Special Representatives' duties are as follows:

1. Work with student and staff stakeholders to achieve the objectives of ACUNSA:
 - (a) To further the mission and identity of the University
 - (b) To facilitate and encourage the student experience at ACU
 - (c) To advocate for and represent students by assisting in the communication of issues raised by students to the University and liaise with the Student Advocacy Coordinator for advocacy issues.
2. Attend all meetings of the Association.
3. Consult widely with their constituency about student issues and activities.
4. Report to the Association on matters affecting their respective constituencies.
5. Act always in a manner that fosters and champions a culture of belonging, respect and collaboration between the Association members.
6. Actively contribute to the planning, development, and implementation of the strategic and operational plans of the Association.
7. Where appropriate, represent the Association at events pertaining to their office.
8. Be accountable to the University and the Membership for the sound financial management of the ACUNSA and good stewardship of resources.
9. Communicate events and information of the Association and of the University including the Student Life unit to students, where appropriate.
10. Participate in University committees where required and suggest nominations of appropriate students for committees in consultation with ACUNSA and the Student Support Services Directorate.
11. Attend major University functions as appropriate (e.g., Graduation, Opening and Closing Liturgies) or other significant University or Campus activities.
12. At all times, act lawfully, with integrity and uphold the internal processes and vision of the Association and the Mission of the University.

SELECTION CRITERIA

The ACUNSA Special Officers must be an enrolled ACU student at the time of nomination, election and during the course of the term of office.

The following characteristics would contribute to success in the role of ACUNSA Special Officers:

- Clear understanding of, and engagement with, the University's Mission
- Acts with integrity
- Organised and hardworking
- Enthusiastic and proactive
- Collaborative
- Able to consult effectively with students, staff, and University stakeholders
- Able to manage competing priorities

- Effective communication and interpersonal skills
- Able to effectively coordinate a team of peers and achieve agreed outcomes
- Leadership ability and experience
- Willingness to work collaboratively with the Student Life Unit to achieve ACUNSA outcomes.

KEY RELATIONSHIPS

University Officer	Role and Relationship	Student roles affected
Chief Operating Officer and Deputy Vice-Chancellor	<p>Responsible for the strategic and operational leadership of the University in partnership with the Vice-Chancellor and the Vice-Chancellor's Advisory Committee.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Chief Operating Officer reports to the Vice- Chancellor</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents
Director, Student Support Services	<p>Leads the professional support services for students which are delivered across the University: Access and Disability Advocacy, Careers and Employability, Counselling, Safeguarding and Student Safety, and Student Life.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Director, Student Support Services reports to the Chief Operating Officer</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents
Associate Director, Student Life	<p>Supports the Director, Student Support Services.</p> <p>Advises ACUNSA on strategies and tactics develop their annual plans and to achieve their objectives.</p> <p>Supports ACUNSA's professional and personal development as leaders and representatives.</p> <p>The Associate Director, Student Life reports to the Director, Student Support Services</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers
Student Life Manager	<p>Supports the Associate Director, Student Life.</p> <p>Leads the team that aims to develop a rich, enjoyable, and diverse campus culture that engages students, staff, and the wider community in a vibrant and dynamic campus life</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers
Student Life Coordinator	<p>Responsible for the development and training of community leaders, including ACUNSA and CSA leaders.</p> <p>Provides role-specific training and advice on strategic and administrative matters.</p> <p>The Student Life Coordinator reports to the Student Life Manager</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents • CSA Executives • Special Officers • Councillors
Student Advocacy Coordinator	<p>Responsible for the provision of information and referral on matters related to ACU's academic and procedural rules and regulations – especially in the area of student complaints, appeals and show cause notices.</p> <p>Provides advice and training on matters of student rights and student advocacy.</p>	<ul style="list-style-type: none"> • ACUNSA President • ACUNSA Representatives • CSA Presidents

Student Life Officer	<p>Responsible for the delivery of campus-specific programs, events, activities, and services.</p> <p>Provides logistical advice and daily on-the-ground support.</p> <p>The Student Life Officer reports to the Student Life Manager, Programs</p>	<ul style="list-style-type: none"> • CSA Presidents • CSA Executives • Campus Councils • Local membership
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