

Clubs & Societies Officer Position Description

Overview

As the Clubs and Societies Officer for the QUT Guild, you will be at the forefront of fostering a rich and diverse student life experience. This dynamic role involves supporting, coordinating, and enhancing the activities of various student clubs and societies, contributing to the vibrant and inclusive campus culture at Queensland University of Technology.

Key Responsibilities

- Assisting with the formulation of all policies relevant to the portfolio; funding, affiliation, constitution reviewal, banking and bookings
- Planning and setting of goals and strategies for the portfolio; engagement rates, funding success, satisfaction surveys
- Assisting in and encouraging affiliation of bodies to enable students to access facilities, funding, grants and subsidies etc; funding rounds and resource drives
- Promoting affiliated bodies across all campuses of the University; working with marketing to promote events and talking to university about club events on campus
- Ensuring affiliated bodies are aware of, and follow, the Constitution, Regulations and the Guild's policies; clubs abide by 70/30 students, code of conduct
- Acting in accordance with the Constitution and the Regulations; and equitable allocation of funds and transparent processes
- Chair of the Clubs & Societies Committee
- Carrying out such other duties as from time to time may be prescribed by the SRC or the Executive Committee.
- Maintaining the x-block storage space

Hours

7 hours per week (80% on campus, 20% off-campus)

Hours may increase at peak times throughout the semester during Welcome Week, Guild Week and other events with the university.

This is paid position