

Postgraduate Students Officer Position Description

Overview

The Postgraduate Students Officer at QUT Guild is responsible for representing and supporting the unique needs of postgraduate students at Queensland University of Technology. This role involves organizing events, workshops, and initiatives tailored to the postgraduate community, serving as a liaison with university administration, and advocating for their concerns. The officer plays a crucial role in fostering an inclusive and supportive environment for postgraduate students, contributing to their academic and personal success.

Key Responsibilities

- Communicating with and representing the views of international students to the SRC and Executive Committee.
- Participating in relevant QUT committees and working parties.
- Liaising with a wide range of internal and external stakeholders regarding international issues.
- Assisting with planning initiatives, campaigns and events that benefit and represent international students.
- Promote the Guild amongst international students
- Carrying out such other duties that may be prescribed by the SRC or Executive Committee.

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