

Education Team

First Year Representative



REPORTS TO:	Education Director
LOCATION:	Flinders University, Bedford Park (LWCM 1.07)
REQUIREMENTS:	Office hours (minimum 2 hours per week), attendance at team meetings, attendance at FBSA events, and varied time commitment for the planning, organising and execution of events.
LAST UPDATED:	January, 2019

ABOUT FBSA

Flinders Business Students' Association (FBSA) is an association that consists entirely of students from a number of business and commerce specialisations. Our aim is to provide students with opportunities to develop themselves both professionally and socially whilst at university. This is achieved by delivering social, networking and professional events throughout the academic year and inviting new and returning students opportunities to be an active part of the association.

POSITION SUMMARY

This position is offered exclusively to first year students. At FBSA, we relish the opportunity to have fresh insights and new talent on our teams! FBSA's Education Team First Year Representative will collaborate with the Education Director and the Education Officers to assist with the planning, organising and running of professional and networking events for the students of Flinders University.

The position offers a unique opportunity to gain experience within all aspects of events management while also connecting with campus life to provide a balanced, positive and memorable university experience.

KEY RESPONSIBILITIES

- Brainstorming and developing event ideas
- Liaising with a broad range of individuals inside and outside of the association to organise events (i.e. FBSA Marketing and Finance Teams, university staff, venue coordinators, suppliers etc.)
- Assisting with communications to event participants, supporters and suppliers
- Assisting in pre-event and on-the-day preparation as required
- Assisting in ensuring the effectiveness and smooth running of events
- Responding to events enquiries (i.e. via email, Facebook ect)
- Using programs such as Qpay and Google Drive
- Assisting the Education Director to complete Event Debriefs
- Assisting the Social Team at times when educational events are not occurring

SELECTION CRITERIA

(ESSENTIAL)

- A student of Flinders University studying a Business or Commerce degree
- Within the first 12 months of such degree
- Excellent communication and interpersonal skills (both verbal and written)
- Excellent organisation, time management and multi-tasking skills
- Ability to work collaboratively as a team player
- Ability to prioritise tasks and work well within deadline restrictions

(DESIRED)

- Event management experience
- Volunteer experience

PERSONAL ATTRIBUTES

- A vibrant and outgoing personality
- A positive, enthusiastic and can-do attitude
- Both professional and social
- Creative and innovative
- Honest and reliable
- Shows initiative
- Passion and/or interest in events and events management
- Willing to learn, have a go, and have fun