

# Position Description

## Wellbeing, Education and Professional Development (WEP) Officer



### POSITION IDENTIFICATION

<b>Position Title</b>	WEP Team Officer
<b>Reports to</b>	WEP Director
<b>Location</b>	Flinders University, Bedford Park (LWCM 2.41)
<b>Last Updated</b>	January, 2020

### ABOUT FBSA

Flinders Business Students' Association (FBSA) is an association that supports students at Flinders University studying Business Courses, as well as those who have an interest in the field. Our aim is to provide students with opportunities to develop themselves both professionally and socially. This is achieved by delivering social, networking and professional events throughout the academic year, and inviting new and returning student's opportunities to be an active part of the association.

### POSITION SUMMARY

FBSA's WEP Officers will collaborate with the WEP Director to assist with the planning, organising and running of academic, 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.

### 1. REQUIREMENTS

- Attend Office hours (minimum 2 hours per week)
- Respond to all FBSA committee communications
- Attend scheduled team meetings
- Attend FBSA events
- Varied time commitment for the planning, organising and execution of events

## 2. DUTIES AND RESPONSIBILITIES

- **Representation:** Must uphold and exemplify FBSA mission, vision and values at all times while acting in an FBSA capacity. They are expected to foster and uphold positive working culture within the WEP team and wider FBSA committee.
- **Planning:** Must work with the WEP team to brainstorm, develop events ideas and share with the FBSA committee.
- **Liase:** Must liaise with individuals internal and external from the association to organise and coordinate professional development events. This includes facilitating communication with event participants, sponsors and supporters.
- **Event plan/debrief:** Assist the WEP Director to complete the allocated sections of the event plan/debrief.
- **Programs:** Ability to use programs such as Eventbrite and Google Drive.
- **Coordinating and Running Events:** Must engage in pre-event planning, coordinating on-the-day preparation for the event, running events, pack-up, and post-event tidy up. Must assist the Social Team at times when social events are not occurring
- **Enquires:** Responding to events enquiries (i.e. via email, Facebook, Instagram etc)

## 3. SELECTION CRITERIA

### 3.1 ESSENTIAL

- A student of Flinders University studying a Business or Commerce 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

### 3.2 DESIRABLE

- Event management experience
- Volunteer experience

### 3.3 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, put in time, and have fun