

# First Year Representative



- REPORTS TO:** President
- 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:** July, 2024

## 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 First Year Representative will collaborate with each branch of governance to assist with various tasks. The First Year Representative is also responsible for enhancing engagement of first year students as well as integration. Helping each team find ways to implement strategies to actively involve first year students in our association.

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

## KEY RESPONSIBILITIES

- Brainstorming and developing strategies for first year integration
- Liaising with a broad range of individuals inside and outside of the association to innovate our approaches
- Assisting with each team in the association for various duties
- Assisting with events
- Collaborating with and supporting ongoing projects
- Advocating for first year students
- Suggesting improvements within our procedures
- Building trust within the first-year cohort and communicating with them when needed

## **SELECTION CRITERIA**

- Within the first year of such degree (Part-time study included)
- 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

## **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 business
- Willing to learn, have a go, and have fun