Position Profile

Role: ICTE Activities and Events Leader

Type of Employment: Voluntary

ICTE Student Leaders Program
The ICTE Student Leaders program provides opportunities for ICTE students to develop their leadership and organisational skills whilst creating improved connections and a sense of community amongst all students at ICTE. There are three areas to the project:

- ICTE Connect (online support)
- Orientation Volunteers
- Activities and Events Leaders

Benefits of becoming an ICTE Student Leader

- Build relationships with other students
- Develop leadership and organisational skills
- Make a difference to the ICTE student experience
- Practice and improve your English in real-life situations
- Rewards, training and recognition from ICTE
- Receive a local, Australian job reference

Primary Purpose of Position
ICTE Activities and Events Leaders help to plan, organise and deliver activities and events for all students at ICTE. They will provide fun and engaging activities, helping to build a sense of community amongst ICTE students, whilst giving students opportunities to interact with each other and practice English outside of the classroom.

Duties and responsibilities

- Be available for a minimum of 2 hours each week.
- Support the delivery of activities on the ICTE activities calendar which may include activities like sports, cooking or picnics.
- Plan and deliver a cultural event during each ICTE session.
- Promote activities and events to all students at ICTE.
- Collect feedback from students to support the development of the activities program.
- Assist with designing the ICTE activities calendar.
- Project a professional, friendly and highly competent image of ICTE in all dealings with students and staff.
- Maintain an awareness of activities and events happening at ICTE, UQ and around Brisbane.
- Be respectful of students’ privacy and maintain confidentiality.
- Discuss any issues or concerns about the program, or participants, with the Activities Officer.
- Perform other duties as directed by the Activities Officer.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- The University’s Code of Conduct.
• Requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School.
• The adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#).
• Requirements of the Education Services for Overseas Students Act 2000, the National Code 2018 and associated legislation, and related [responsibilities and procedures](#) developed by the University.
• [Communications](#) and Social Media Policies.
• Equity and Diversity Policy as it applies to all UQ staff, students and community. The University also has obligations under a number of [legislative instruments](#)
• The University’s [Privacy Management Policy](#)

**SELECTION CRITERIA**

**Requirements**
- Leaders must have studied for at least one 5 week session at ICTE.
- Applications are welcome from both current and former ICTE Students.
- Able to commit at least three hours per week during week one of session.
- Studying (or previously studied) BEP, EAP, EIBC or General English Level 5 or 6.

**Knowledge and Skills**
- Shows potential in leadership and organisational skills
- Good communication skills (your English does not need to be perfect)

**Personal Qualities**
- Ability to interact and engage with students from a variety of social and cultural backgrounds.
- Ability to work on your own with limited day-to-day supervision.
- Positive attitude towards helping other students.
- Friendly and helpful

**Questions about the position should be directed to:**
Email: activities@icte.uq.edu.au

**How to Apply:**