Position Profile

Role: ICTE Connect 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 Connect 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

ICTE Connect Program Overview:
ICTE Connect offers ICTE students opportunities to make friendships and connections within an online community. The program features a range of different interest groups and students can select which group(s) they would like to join. Groups are led by a current or former ICTE student who will encourage conversations online and arrange opportunities for students to meet offline.

Primary Purpose of Position
ICTE Connect Leaders manage an online community of between one and three groups, providing a friendly and supporting environment to ICTE students. Leaders will use their own experiences of studying and living in Brisbane to support students to make the most of their time in Australia. Leaders will provide the group with opportunities to discuss and interact online as well as encouraging members to meet and develop their friendships.

Duties and responsibilities
- Be available for a minimum of 2 hours each week for online and in-person communication as required.
- Respond to queries from group members and provide advice and guidance to ICTE students.
- 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.
- Complete online feedback and surveys to support the development of the program.
- Discuss any issues or concerns about the program, or participants, with the Activities Officer.
- Engage with the ICTE student community to increase awareness and participation within ICTE Connect.
- 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 two hours per week
- Studying (or previously studied) BEP, EAP, EIBC or General English Level 5 or 6.

Knowledge and Skills

- Shows potential 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:

Complete an expression of interest at: https://survey.app.uq.edu.au/ICTELeaders.aspx