Position Profile

Role: ICTE Orientation 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 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 Orientation Leaders help new students to adapt during Week One of the ICTE sessions. They will provide a friendly and supportive welcome whilst showing students around the UQ Campus, explaining how things work at ICTE and answering questions about life at ICTE and in Brisbane.

Duties and responsibilities

- Be available for a minimum of 3 hours during week one of an ICTE session.
- Support ICTE orientation including holding a short presentation in orientation sessions and leading a campus tour for new students on either the first Monday or Tuesday of session.
- Plan and deliver an activity or event for new students during week one of the session.
- Be available for a scheduled time to provide advice and guidance to ICTE students, responding to any questions that they may have.
- 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.
- Provide feedback to support the development of the program.
- 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:**