

# Position Description

## Wellbeing, Education and Professional Development (WEP)

### Director



#### POSITION IDENTIFICATION

<b>Position Title</b>	Wellbeing, Education and Professional Development (WEP) Director
<b>Reports to</b>	President and Vice President
<b>Location</b>	Flinders University, Bedford Park (LWCM 1.06)
<b>Last Updated</b>	July, 2024

#### 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

The WEP Director is responsible for coordinating and running FBSA's WEP campaigns and events. WEP events are defined as "events contributing to student's wellbeing, enhancing academic performance and student's professional development".

- **Wellbeing Events:** provide an environment where all business students and students and students with an interest in business at Flinders University can obtain a sense of belonging and inclusion. Such events may include but are not limited to RUOK day, Harmony Day, Thrive Festival, Mental Health Week and other events concerned with the holistic wellbeing of the students.

- **Education Events:** create opportunities for business students to improve academically and enhance interpersonal skills that are transferable skills in the workplace. Such events may include but are not limited to academic assistance events and language workshops for international students.
- **Professional Development Events:** provide networking opportunities with industry, enhance the development of students' transferable skills and promote early career development practices. Such events may include but are not limited to the Business & Government Joblink Summits, networking events, bring industry to present on campus and anything that looks to aid the future success of FBSA's members in the workplace.

Student representation is paramount in this position, and opportunities to join various committees (such as the College Education Committee) should be taken by this executive. The WEP Director will work closely with industry and the Flinders Careers & Employability Team to run events that benefit students through enhancing employability. It is essential that the WEP Director works alongside the FBSA sponsorship officer to strengthen our relationship with industry.

The WEP Director will work alongside the Treasurer to fund these campaigns/events. Additionally, the WEP Director must report all educational campaigns/events run by FBSA to the FUSA Education Officer and the Student Representation & Development Director during Student Representative Network meetings run by FUSA.

## 1. REQUIREMENTS

- Attend Office hours (2 hours per week)
- Respond to all FBSA committee communications
- Attend scheduled team meetings
- Attend FBSA events
- Varied time commitment

## 2. DUTIES AND RESPONSIBILITIES

- **Leading:** Must
  - Set strategic plans and goals for the WEP team
  - Delegate, assign and monitor tasks within the WEP team
  - Lead and assist the WEP to ensure all WEP team goals and duties are met
- **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
- **Research:** Must analyse to determine what WEP campaigns or events would be of benefit to current business students. This may involve sending out student feedback surveys or gathering information during O'Week.
- **Planning:** Must work with the WEP team to brainstorm, develop events ideas and share these ideas with the Executive Committee and the rest of the FBSA committee.

- **Coordinate and Run WEP Events/Campaigns:** Pertains to all of FBSA's WEP campaigns and events. A minimum of two WEP events must be run throughout the year, as per FUSA's guidelines. Must engage in pre-event planning (i.e. drafting an event schedule/running sheet), coordinating on-the-day preparation for the event, running events, pack-up, and post-event tidy up.
- **Marketing:** Must work with the WEP Marketing officer to plan and create promotional advertisement for events.
- **Finances:** Must work with the FBSA Treasurer to plan and allocate funding for WEP campaigns/events.
- **Sale and Registration Links:** Must create event sale and registration links in consultation with the Finance team and WEP marketing officer via Eventbrite and JotForm.
- **Liase:** Must liaise with the Careers and Employability team at Flinders University, to contact industry, advertise and coordinate professional development events
- **Representation and Reporting:** Must participate in Student Representative Network meetings run by FUSA, and provide reports of their WEP activities they have ran for FBSA to FUSA's Education Officer and Student Representation & Development Officer It is also advised they join and represent FBSA on boards like the College of Business, Government and Law College Education Committee.
- **Sponsorships:** Must work alongside with the finance team to ensure WEP events are sponsored appropriately and facilitate stakeholder communication alongside the Flinders Careers and Employability Team when necessary.
- **Event Planning:** Prior to each event the WEP Director must in collaboration with the WEP team, complete the allocated sections of the event plan This includes, an event overview, event planning, final decisions, marketing plan and a debrief consisting of improvements for the following year.
- **Event follow-up:** After each event, the director and the WEP team must gather feedback to gauge the success of events and to inform future event proceedings

### 3. VOTING CRITERIA

#### 3.1. ESSENTIAL

- Excellent communication and interpersonal skills (both verbal and written)
- Excellent organisation, time management, and multi-tasking skills
- Strong attention to detail
- Ability to work collaboratively as a team player

- Ability to prioritise tasks and work well within deadline restrictions

### **3.2 DESIRABLE**

- A student of Flinders University studying a Business or Commerce degree
- Have previous experience running/managing/planning events
- Volunteer experience

### **3.3 PERSONAL ATTRIBUTES**

- A positive, enthusiastic and can-do attitude
- Both a professional and social individual
- Creative and innovative
- Shows initiative
- Honest and reliable
- Passion and/or interest in marketing
- Willing to learn, put in time, and have fun