

## Graduate Liaison and Research Officer

### Position description

|                                    |  |
|------------------------------------|--|
| Employer                           | Monash Graduate Association Inc  |
| Level/Classification               | HEW 5  |
| Employment Type                    | Graduate student casual position<br>Variable hours until completion of project |
| Work Location                      | Caulfield Campus   |
| Date document created:<br>Updated: | Jan 2025   |

### Organisational context

The Monash Graduate Association Inc. (MGA) is an independent incorporated body that is responsible for, and answerable to, the Monash University graduate community, as represented by the MGA Executive Committee (MGAEC). The MGA is the cross-campus representative body for all graduates enrolled through Monash University and is recognised as such by Monash University in the University's Regulations. Services and support are provided to over 26,000 graduates across the Victorian campuses of Caulfield, Clayton, Parkville and Peninsula as well as numerous off campus locations.

The MGA provides services and support to graduates studying by distance education, as well as off-campus graduates located at the Alfred Hospital complex, Monash Medical Centre and over 40 other government, medical and private organisations within Victoria. The MGA also provides limited support to graduates enrolled through the Monash Malaysia campus.

The MGA runs two full-time offices; one located at Clayton campus and one office at Caulfield campus. Regular office/advocacy sessions are scheduled for the smaller sites. Services provided to graduate students include advice and advocacy, representation, social events, academic support in the form of workshops and seminars, orientation and transition, information dissemination in the form of graduate-specific publications and website, policy development and quality assurance.

The MGAEC is the representative and governing body of the MGA. The Executive Officer of the MGA works closely with the MGA President and reports directly to the MGAEC. The management of all staff and operations of the MGA is the responsibility of the Executive Officer.

### Why our staff work with us



## Position purpose

This position has been created as part of the MGA's graduate employment program. The position is open only to graduate students currently enrolled at Monash University Australia.

Under the routine direction of the Research Manager, the Graduate Liaison and Research Officer supports graduate student representatives on Monash University committees and boards, facilitating effective communication between representatives, the University, and the MGA on policies, procedures, and graduate-specific issues. This role is crucial for ensuring equitable representation and support for the graduate student community.

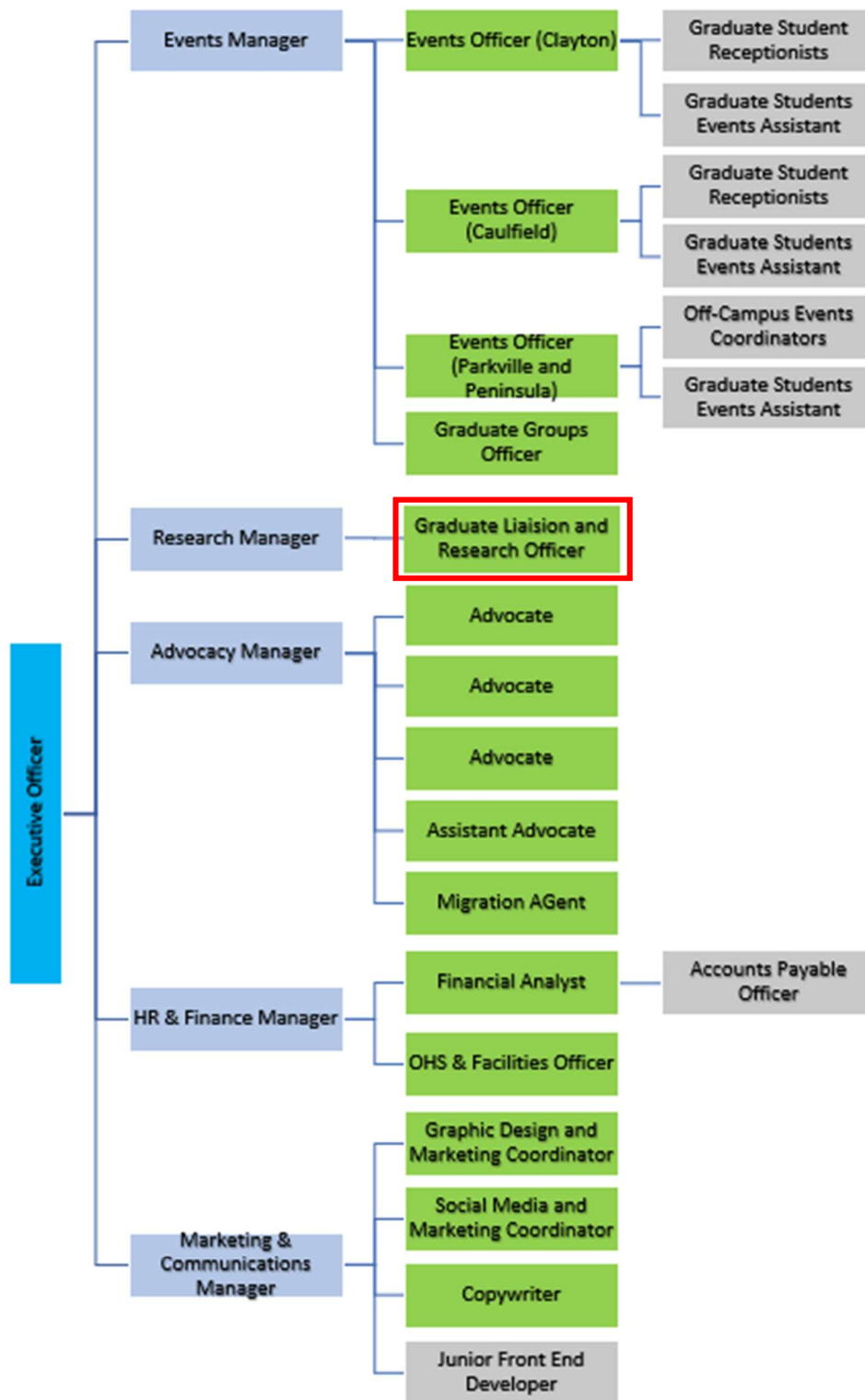
Under the routine supervision of the Research Manager, the Graduate Liaison and Research Officer will also support the research initiatives of the MGA, and contribute to a range of small projects, as required.

- **Reporting line:** The Graduate Liaison and Research Officer will report to the Research Manager.
- **Level of supervision:** Routine supervision to general direction
- **Financial delegation and /or budget responsibilities:** None.
- **Contribution to UN Sustainable Development Goals:**

- 1.2
- 3.4
- 4.3, 4.5, 4a
- 5.1, 5.5
- 10.3
- 12.5
- 16.6, 16.7
- 17.14



## Staff organisational chart



## Key result areas and responsibility

### Student representative network

- Under the guidance of the Research Manager, oversee recruitment and appointment of graduate student representatives for university committees, including the Academic Progress Committee (APC), by identifying vacancies, advertising roles, interviewing candidates, and coordinating with committee secretaries.
- Provide induction materials and training sessions for graduate student representatives on university committees.
- Offer general support to all student representatives, with additional support for those on major committees like the Academic Board.
- Ensure relevant information on generic and systemic issues is communicated to the Executive Officer and to graduate student representatives promptly and effectively.
- Identify university committees lacking graduate representation and advocate for establishing these roles as appropriate.
- Promote the MGA as the primary body for nominating graduate student representatives for university committee positions.
- Maintain a database of graduate student representatives and share updates with the Marketing and Communications team to ensure website accuracy.

### Research and analysis

- Under supervision of the Research Manager, assist with survey design and analysis of quantitative and qualitative data in accordance with the research objectives.
- Undertake literature reviews.
- Assist in writing and editing research reports, summaries and papers for presentation.

### General

- Provide support to the Research Manager on preparation of policy, submission papers and reports where requested.
- Promote the objectives and activities of the MGA at various information sessions including faculty and school inductions.
- Other duties as directed.

## Key Selection criteria

### Essential

1. Tertiary qualification and/or relevant training and experience.
2. Excellent oral and written communication including the experience and confidence to speak in public settings.
3. Demonstrated experience in writing policy and/or submissions.
4. Demonstrated organisational and time management skills, including the ability to plan and evaluate activities, set priorities, work in a team and perform well under pressure.
5. Attention to detail.
6. Excellent interpersonal and communication skills and the ability to build sustainable relationships with people from diverse backgrounds and age groups, different cultures and professions.
7. Proven capability to troubleshoot, problem solve and take initiative where necessary and appropriate.
8. Demonstrated computer literacy skills and proficiency in using Microsoft Office, basic Excel, Google Suite and other industry standard applications.

### Desirable

- Prior experience and knowledge of Australian university regulations, systems, and processes.

### Other job-related information

- This is a diverse, hands on role which requires professionalism, excellent interpersonal skills, enthusiasm, energy and attention to detail.
- The position is based primarily on Caulfield campus but may require occasional travel to other Victorian campuses.
- The incumbent will be expected to assist in other areas of MGA service delivery during peak periods.
- Some out-of-hours work may be required.

### Legal compliance

All staff employed by the MGA must be aware of and adhere to state and federal legislation and MGA policy and procedures relevant to the duties undertaken including in the areas of: Equal Opportunity; Discrimination; Occupational Health and Safety; Privacy; and Finance.