



Education Officer Job Description

All Executive members shall:

- Be responsible for the shared governorship, long-term thinking and strategic leadership of the Association
- Submit monthly reports to the Executive, highlighting the work that has been done in the role and how it works towards achieving the strategic direction of the Association
- The Executive are required to submit weekly timesheets to the Admin Officer
- Maintain regular and timely communication including email and phone messages
- Provide a written and verbal handover for incoming Executive members who are taking up that portfolio
- Attend significant MUSA Events including but not limited to AGM, SGM's, and Club Councils
- Maintain regular involvement with MUSA volunteering and events
- Contribute towards the Annual Report
- Represent students on local, regional and national issues

Restrictions:

- No role may be held by an individual for more than two years
- An individual is only allowed to run for Executive if they are an Internal student on the Palmerston North campus on the year of their nomination
- Students may be barred from running for future Executives if they or their actions are deemed by the Executive to be against the objects of MUSA

Documents Relevant to the MUSA Executive

- MUSA Constitution
- MUSA Board Charter
- MUSA Policy
- MUSA Strategic Plan
- MUSA Annual Reports
- MUSA Executive Timesheets
- MUSA Executive Reports

Education

Commitment:

- Receives an honorarium of \$8,580 pa paid fortnightly upon submission of a satisfactory timesheet and monthly work report, which is signed off by the president or delegated individual and approved by the executive at governance meetings against the job description.
- Work hours are flexible but are expected to work a minimum of 10 hours a week if all responsibilities' can be met during that time. At times more commitment will be required.

Key responsibilities

- Hold responsibility with the President for the strategic direction of MUSA's representative and education based services
- Assist and help any existing class rep systems and feedback any concerns to the MUSA Executive, working closely with the Student Engagement Coordinator.
- Build student academic representation at the class and board/committee level throughout Massey University.
- Provide support and direction for the Education portfolio at MUSA.
- Advocate for students to the University about education related issues.
- Maintain a good working relationship with the Academic Office including the Assistant Vice Chancellor (Academic, Research and Enterprise) and APRU (Academic Policy and Research Unit).
- Maintain positive relationships with other Students' Associations with relation to academic issues.
- Coordinate MUSA's submissions to the University and external bodies on academic issues
- As an Executive Officer, ensure compliance with the Association's legal responsibilities
- Sit on Faculty Boards and Committees in a support function
- Maintain good working relationships and meet regularly with representatives of all Academic Clubs.
- Assist the President by performing such special tasks/projects as may be delegated at the President's discretion
- Organise and run at least one event per semester.

Key Relationships:

- MUSA President
- MUSA Advocates
- MUSA Student Engagement Coordinator
- NZUSA National Education Committee
- Class Reps and Student Representatives on academic committees and boards
- Education related student groups (i.e BASE+, MUVSA, TechenSoc)
- Massey University Academic Committees and Boards
- Massey University College PVC's and DPVC's

