



International 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.
- 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

International

Commitment:

- Receives an honorarium of \$4,290 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 5 hours a week if all responsibilities can be met during that time. At times more commitment will be required.

Key responsibilities

- Advocate for students to the University about international student related issues
- In partnership with the MUSA Equity and Welfare portfolios, meet regularly with the International Postgraduate and Mature Student Society, plus other relevant clubs and associations (i.e cultural clubs).
- Coordinate MUSA's submissions to the University and external bodies on international student issues.
- Maintain relations with key community organisations or persons relevant to international students.
- Assist with the MUSA International Buddies Handbook and any other international based publication.
- Coordinates and leads the International Buddy Programme in conjunction with the Student Engagement Coordinator and International Student Support.
- Maintain a strong working relationship with the MUSA Advocate and Clubs and Events Coordinator.
- Maintain positive relationships with all relevant Massey Student Services and their Managers.
- As an Executive Officer, ensure compliance with the Association's legal responsibilities.
- 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 Welfare Officer
- MUSA Equities Officer
- MUSA Education Officer
- MUSA Advocates
- Massey University International Student Support
- Relevant community stakeholders and partners (i.e Manawatū Tenants' Union).
- Relevant Student groups (i.e IPGMS, Cultural Clubs)