Student Voice Delegate
Position Description

BACKGROUND

Adelaide University Student Association Inc (AUSA) is a student-led non-profit association that exists to support Adelaide University (AU) students across all campuses. One of its core missions is to provide a strong voice for students in university decision-making and one of the ways that AUSA achieves this mission beyond the capacity of the Board, is by nominating Student Voice Delegates from the wider student-body to sit on Formal Inquiries.

PURPOSE OF POSITION

The AUSA Student Voice Delegate will sit on a Formal Inquiry Committee when they are scheduled. These committees are established under the university's Academic Misconduct Procedures and only meet when an allegation of academic misconduct has been made against a student and requires further investigation by the university. The decisions made by these committees may have serious consequences for the students they affect, ranging from suspension from Adelaide University for a specified period of time to expulsion from Adelaide University.

The committee needs to ensure that any decision they make is based on the available evidence and proportionate to the alleged misconduct. It is extremely important there is a member on the committee who understands the challenges and context of contemporary student life. By becoming an AUSA Student Voice Delegate, you will contribute to a fair, impartial and evidence-based decision-making process.

KEY RESPONSIBILITIES

- Preparing for, attending, and contributing to Formal Inquiry meetings as assigned to you
- Interpreting and applying relevant university policies to your decision-making
- Making decisions based on evidence
- Maintaining the confidentiality of documentation and meeting proceedings
- Representing the student body with the utmost professionalism and personal presentation

PERSONAL DEVELOPMENT

This position will suit someone with the following attributes:

- A passion for policy and governance
- Exceptional punctuality and reliability
- Ability to communicate confidently in a professional environment

Participants in this program will develop the following skills:

- Strong interpersonal communication skills
- Negotiation, persuasion and influencing
- Demonstrated ability to uphold confidential information
- Awareness of the academic and support services provided by the university

TRAINING REQUIREMENT

All new delegates will be required to participate in an initial online 2-hour training session. This training will cover many aspects including:

- What to expect at a Formal Inquiry
- Your role and being an effective committee-member
- Guidance on Academic Policy likely to be raised during the proceeding

TIME COMMITMENT

Formal Inquiries:

- Will go for 1-2 hours and will require approximately 1 hour of preparation time
- Are only convened when required and so their frequency varies throughout the year
- The time commitment for each AUSA Student Voice Delegate is negotiable and will be based on your own availability.

LOCATION

These meetings are held online via Teams or Zoom and will be assigned according to preferences and availabilities. Your involvement is not limited to the campus you are studying at and students from all campuses are encouraged and apply.

ELIGIBILITY

To be eligible to be an AUSA Student Voice Delegate you must be a current student, are not subject to (or have been subject to) any academic disciplinary proceedings yourself and demonstrate your suitability at an interview with AUSA.