

## POSITION DESCRIPTION

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|----------------------------|--------------------|
| <b>Job title:</b>          | Student Leader     |
| <b>Organisation Unit:</b>  | School of Pharmacy |
| <b>Type of Employment:</b> | Voluntary          |

Applications for 2018 positions close Wednesday 13th September.

### BACKGROUND

*Pharmacy student leaders will assist new students' transition to university life and adapt to the new learning environment.*

#### **Student Leader Program Overview:**

The School of Pharmacy is introducing a Student Leader program that offers opportunities to help fellow students, create a vibrant atmosphere at PACE and enhance your skills and gain experience in leadership.

We are seeking undergraduate students from a variety of backgrounds, geographic regions, from years 1, 2 and 3 to become Pharmacy Student Leaders. Prospective applicants should:

- Have a cumulative GPA of 5 and achieved at least 5.0 (GPA) in the previous semester
- Have completed at least one year of Pharmacy at UQ (full time or equivalent)
- Be enrolled in the BPharm during your participation in the Student Leader program
- Be at least 18 years old at the start of your participation in the Student Leader program
- Have good spoken and written English
- Have a desire to help others

#### **Benefits of the Student Leader Program:**

- Inspire and make a difference in the School of Pharmacy community.
- Develop your interpersonal, leadership, teamwork and communication skills.
- Receive recognition from UQ in a variety of forms, including ongoing training and professional development and possible contribution to the UQ Advantage Award\*.
- Build university networks and showcase your personal initiative and commitment through experiences that add value to your CV.
- Student Leaders are provided with a UQ uniform.

#### **\*UQ Advantage Award:**

Leaders are required to complete at least 10 hours voluntary work over one semester or 20 hours voluntary work over two semesters to be counted towards the Award.

## PHARMACY STUDENT LEADER PROGRAM

Amongst the many commencing students each year, the University welcomes students with a variety of social, geographical and academic backgrounds. Many of these are from culturally and linguistically diverse communities including regional areas, from low socio-economic backgrounds, those who identify as Aboriginal and/or Torres Strait islanders and/or are the first in their family to attend higher education.

### DUTY STATEMENT

**Primary Purpose of Position:** Pharmacy Student Leaders will assist new students' transition to university life and adapt to the new learning environment by informally connecting with their allocated student group from the same program. They also have the option to organise or attend other activities with their group.

**Duties and responsibilities** include, but are not limited to:

- Facilitate positive interaction between commencing students, current students and staff.
- Assist in the delivery of the Student Leader program and actively participate in Student Leader meetings and events.
- Consistently contact your allocated students by email as directed.
- Be a friendly, helpful and accessible point of contact for students new to the School of Pharmacy.
- Be respectful of students' privacy and maintain confidentiality
- Complete administration relevant to the program in a timely manner.
- Contribute to the development and enhancement of the Student Leader program by providing constructive feedback as requested.
- Represent the School of Pharmacy at appropriate events on request.
- Liaise with School of Pharmacy staff on any issues which may present as problematic to either individuals or the group.
- Comply with the University's Code of Conduct [ppl.app.uq.edu.au/content/3.60.01-student-charter](http://ppl.app.uq.edu.au/content/3.60.01-student-charter)
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School. [www.uq.edu.au/ohs/index.html?page=133956](http://www.uq.edu.au/ohs/index.html?page=133956)

**Reports to:** Manager, Student & Academic Administration

### SELECTION CRITERIA

#### Qualifications

- Applications are welcome from undergraduate students from a variety of backgrounds, geographic regions, study areas and year levels.

#### Knowledge and Skills

- Empathy and understanding of the issues surrounding the transition to university such as academic, administrative, social and geographical transition.
- Excellent verbal and written communication skills including the capacity to effectively use email and social media sites.
- High level interpersonal skills.
- A demonstrated ability to share knowledge, skills and experiences while recognising and encouraging excellence in others.

#### Personal Qualities

- Ability to work with students from diverse social and cultural backgrounds in a supportive and constructive manner.
- Ability to work effectively as part of a team and to work autonomously with limited supervision to deadlines.

**Questions about the Student Leader Program positions should be directed to:**

Vanessa King

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