

STUDENT LEADERSHIP PROMOTIONAL DOCUMENT 2019**Contents**

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POSITIONS AVAILABLE 2019
STUDENT LEADERSHIP POSITIONS (RESIDENCE AND PORTFOLIO)

BUNDOORA	HW	Mentor	Social	Comm Living	Reserve Leaders	RA	Welcome	Sports	TOTAL LEADERS
Chisholm	4	4	3	2	3	0	2	2	20
Glenn	3	4	3	2	3	0	2	3	20
Menzies	5	15	3	2	3	0	2	3	33
GH	0	0	0	0	0	1	0	0	1
UL	0	0	0	0	0	1	0	0	1
BW/WD	0	0	0	0	0	2	0	0	2
Offsite	0	0	0	0	0	0	0	1	1
TOTALs	12	23	9	6	9	4	6	9	78

IMPORTANT DATES - MELBOURNE CAMPUS

Date	Details
2018	
Tuesday 31 st July, Wednesday 1 st August, Friday 3 rd August	Leadership & Returner Info Sessions
Friday 3 rd August	Student Leadership Applications OPEN 12.00pm
Friday 17 th August	Student Leadership Applications CLOSE 5.00pm
Monday 20 th August	Student Leaders Shortlisting
Wednesday 22 nd August	Email successful and unsuccessful applicant about results
Saturday 25 th August	Student Leadership Selection Day
Friday 31 st August	Student Leader Announcements
Friday 7 th September	All Student Leaders to office between 11am-5pm to fill out required documents and size t-shirts
Tuesday 23 rd October	First Aid
Saturday 27 st October	Food Handling & RSA
*If due to extenuating circumstances you are unable to attend any of the above training dates for RSA, First Aid or Food Handling, it is your responsibility to reschedule and provide certificate of completion to Accommodation Services prior to the completion of semester 2, 2018	
2019	
Saturday 2 nd February	All Student Leaders move in
Sunday 3 th – Friday 8 th February	Leadership training
Saturday 9 th February	All residents move in

Sunday 10 th Feb – Friday 1 st March	Orientation Month - ResFest
Monday 25 th Feb – Friday 1 st March	La Trobe Orientation Week
Monday 4 th March	Academic Mentoring Sessions Community Meetings
Wednesday 6 th March, 5-6pm	Portfolio Team Meeting
Monday 18 th March	Academic Mentoring Sessions Community Meetings
Wednesday 20 th March 5-7pm	Pearls of Wisdom 1
Monday 1 st April	Academic Mentoring Sessions Community Meetings
Wednesday 3 rd April, 5-6pm	Portfolio Team Meeting
Monday 15 th April	Academic Mentoring Sessions Community Meetings
Wednesday 17 th April, 5-7pm	Leadership, Inspiration and Training (L.I.T) Evening 1
Wednesday 2 nd May, 5-6pm	Portfolio Team Meeting
Monday 6 th May	Academic Mentoring Sessions Community Meetings
Wednesday 15 th May, 5-7pm	Leadership, Inspiration and Training (L.I.T) Evening 2
Monday 20 th May	Academic Mentoring Sessions Community Meetings
Mid Semester Break	
Monday 29 th July	Academic Mentoring Sessions Community Meetings
Wednesday 31 st July, 5-6pm	Portfolio Team Meeting
Sunday 4 th August	Open Day
Monday 12 th August	Academic Mentoring Sessions Community Meetings
Wednesday 14 th August, 5-7pm	Pearls of Wisdom 2
Monday 26 th August	Academic Mentoring Sessions Community Meetings
Wednesday 4 th September, 5-6pm	Portfolio Team Meeting
Monday 9 th September	Academic Mentoring Sessions Community Meetings
Wednesday 18 th September, 5-7pm	Leadership, Inspiration and Training (L.I.T) Evening 3
Monday 23 rd September	Academic Mentoring Sessions Community Meetings
Monday 7 th October	Academic Mentoring Sessions Community Meetings

Wednesday 9 th October, 5-6pm	Portfolio Team Meeting
Thursday 10 th October	Gala Awards
Wednesday 16 th October, 5-7pm	Leadership, Inspiration and Training (L.I.T) Evening 4
Monday 21 st October	Academic Mentoring Sessions Community Meetings

BACKGROUND

La Trobe University

In November 2017, La Trobe University released its five year strategic plan and to assist with the implementation of our mission and vision statements four core objectives have been developed:

- an outstanding student experience
- student and graduate employability
- research excellence
- being the partner of choice for industry, education and the community

To further complement this work, there are four pillars upholding the cultural values of the University:

- We are Accountable
- We are connected
- We are innovative
- We Care

La Trobe Accommodation Services

La Trobe Accommodation Services is one of the largest on-campus accommodation providers in Victoria. Accommodation at La Trobe is more than a place to live; it's a safe, comfortable, inclusive and accessible accommodation that offers a strong sense of community.

Within Accommodation Services, is our dedicated and passionate Residential Education Team who deliver a range of programs to build communities that foster learning, academic achievement, and personal and social development.

To achieve this aim, Accommodation Services relies upon a committed team of volunteer student leaders, all of whom work hard to provide students with the best residential experience possible. Though each student leader belongs to a specific portfolio group, each is considered to be a "student leader" first and foremost.

EXPECTATIONS AND REQUIREMENTS

It is a privilege to serve residential students and a role that comes with increased responsibility. As such, student leaders are expected to set a positive example, role modelling appropriate behaviours for others regardless of the leadership portfolio they operate within.

To help guide our student leaders in the important role they play, Accommodation Services has compiled a list of expectations and requirements which are applicable to all student leaders.

Expectations

These include, but are not limited to:

- Actively promote and demonstrate the cultural values and expectations of Accommodation Services and La Trobe University.
- Demonstrate care and concern for residents, guests, fellow student leaders and staff.
- Carefully consider the ways in which the things you say and do (or do not say and do) may negatively impact the experience, feelings and safety of others.
- Demonstrate cultural sensitivity, inclusivity and acceptance.
- Act in a manner that is safe, respectful, supportive and prevents harm.
- Demonstrate objectivity and impartiality when dealing with issues.
- Demonstrate creativity and innovation to enable continuous improvement
- Role model responsible drinking both on and off campus
- Work with Accommodation Services in a respectful and collaborative manner
- Participate in opportunities that develop and enhance valuable employability skills including initiative, communication, teamwork, technology, problem solving, self-management, planning and learning.
- Demonstrate pride for the residence in which you live, and the entire residential and university precinct

Requirements

These include, but are not limited to:

Wellbeing

- Encourage any resident to approach Accommodation Services who experiences, witnesses or is aware of actions (to/from another resident/staff member) that constitutes as sexual assault, discrimination or harassment.
- Set and maintain a standard of reasonable care while preventing acts that may cause harm to yourself and/or others ('Duty of Care').
- Provide assistance according to your level of training in cases of illness, injury, fire or other emergencies, referring to staff as required.
- Undertake "Mod Squad" (sober) responsibilities as assigned during scheduled, sanctioned, alcohol permitted events.
- Implement Student Leader programs focusing on gratitude, empathy and mindfulness across all residences
- Demonstrate a willingness to learn and reflect throughout the year on the growth and development for your own individual wellbeing.

Communication

- Educate fellow residents to understand the realities and responsibilities of community living.
- Communicate (oral and written) in all situations, in a positive and proactive manner with the entire residential community inclusive of residents, guests, fellow student leaders and staff, refraining from any communication that does not display the cultural values of leadership and La Trobe University.
- Role model responsible and appropriate use of social media (i.e. Facebook, Twitter, etc.) and technology (i.e. e-mails, text messages etc.). All internet and computer access is provided via the La Trobe network and as a result, must be used appropriately and for approved purposes only.
- Actively seek and be receptive to feedback, new ideas and constructive criticism –both giving and receiving, working collaboratively with Accommodation Services and the wider residential community.
- Maintain an active and positive presence in and around the residences, including assistance with, participation in, and promotion of, residence and Accommodation Services wide events and activities (such as welcome/orientation programs at the start of each semester).

Conduct and Behaviour

- Abide by, role model and educate residents as to appropriate standards of behaviour and expectations outlined in all Accommodation Services and La Trobe University rules, policies, processes, guidelines and standards.
- Document any violations regarding resident behaviour, and intervene as appropriate, maintaining confidentiality, but referring on as required.
- Disclose any information to Accommodation Services that has the potential to negatively impact the experience of residents and the residential community, and/or the reputation of Accommodation Services and La Trobe University.
- Notify Accommodation Services of any situation or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate (hazing/harassment/bullying).
- Ensure residents are aware of emergency response procedures and do not re-enter through an alarmed building until the all clear is given
- Report any maintenance/security concerns within 24 hours of being made aware of the issue, and through appropriate channels (inclusive of deficiencies of emergency equipment, fire/safety hazards and first aid kits)

Training and Development

- Actively facilitate and/or participate in all required meetings, including those involving staff, leadership teams, and/or resident/s in an engaging and collaborative manner
- Facilitate seven community meetings (floor/annexe or tower) per semester to connect with all members of your community, discuss issues/ideas, celebrate successes and spend some time together.
- Participate in and promote college community meetings (1 per semester per college)
- Participate in and assist with organisation of ResFest and Open Day.
- Participate in 6 monthly reviews with respective REC to provide qualitative and quantitative feedback.
- All student leaders are required to attend a comprehensive training program prior to commencement of their roles (October and January/February). Attendance is mandatory.
- Undertake training in dealing with health and wellbeing concerns, along with First Aid Level 2, Responsible Service of Alcohol and Safe Food Handling Certifications.
- Attend and actively participate in Leadership, Inspiration and Training (L.I.T) evenings (ongoing leadership development and networking opportunities throughout the year) and scheduled portfolio meetings.

Specific Portfolio Duties:**RA- Health**

- Encourage community building and personal growth and development by organising and evaluating large-scale community events at each residence.
- Work closely with the Residential Education Coordinator- Health and Wellbeing to organise these events, as well as with the college's RA-Health team.
- Provide emotional and practical support to residential students if required with the assistance of Residential Education Coordinator- Health and Wellbeing
- Role model and engage in encouraging healthy habits and strategies to support individual and community wellbeing within your college and the wider community.

RA-Social

- Organise a diverse range of events (two alcohol permitted and two non-alcohol permitted) through the course of the year which promote the residential student experience.
- Provide inclusive events for all residents that foster LTU & Accommodation Services community values.
- Develop & implement OHS strategies, and exercise “Duty of Care” in the planning and coordinating of residential events.
- Ensure all college residential events are in align with Accommodation Services & LTU Rules of Residence
- Promote respective college residential social events to residents – adhere to LTU media & publication guidelines.
- Provide post event summary reports for student bulletin, newsletter & the blog.
- Complete event evaluation form for each of the approved events.
- Organise, plan & execute college residential ball in semester one and Inter-Res ball in semester two.
- Work closely with the Residential Education Coordinator- Social Engagement to pre-approve, plan & organise social residential events.
- Work closely with respective RA-Social team

RA- Academic

- Plan and facilitate 14 academic mentoring sessions, tailored to suit their field of study groupings in an engaging and proactive manner.
- Record and report attendance at every academic session within 24 hours of completion.
- Assist with the design, facilitation and promotion of community wide academic programs including, but not limited to SWOT-Vac, IGNITE, academic workshops and later year programs.
- Work collaboratively with the Residential Education Coordinator- Academic Excellence and wider RA Academic team to organise the events above
- Promote an educational environment that values a wide range of experiences

RA – Community Living (inclusive of Barnes Way, Waterdale, University Lodge and Graduate House)

- Collaboratively work with the Residential Education Coordinator Community standards to foster a living environment which emphasises respect, inclusivity, collegiality and personal responsibility
- Organise 5 alcohol free events for the year, which are both inclusive and respect the cultural diversity within across all colleges
- **Chisholm, Glenn and Menzies:** Organise three alcohol free events (1 per college) through the course of the year which promote the residential student experience and respects cultural diversity
- **GH, WD, Uni Lodge and BW:** Plan and facilitate 4 alcohol free events for the year, (1 per college) which are inclusive and respect the cultural diversity within the relevant college
- Ensure you report any breaches of conduct to a relevant staff member as appropriate
- Promote and role model acceptable standards of cleanliness within your college, and attempt to resolve related issues at a community level
- Work collaboratively with the Residential Education Coordinator- Community Standards and other Community Living RA’s throughout the course of the year
- Work with REC – Social Engagement to plan and promote Residential Ball (offsite)
- Act as a Fire Warden and Deputy Fire Warden:

- ensuring their wing, tower or annexe is fully evacuated should a fire alarm be activated (maintain personal safety first).
- ensuring orderly flow of people to assembly areas
- assisting the evacuation of disabled person/s in your wing, annexe or tower to a safe place.

RA Reserve

- Assist student leaders throughout the year with Community Meetings and promoting a culture that is respectful, inclusive and safe.
- Be willing and ready to step up to take an ongoing Student Leadership position if someone is unable to finish the year.
- Work alongside all of the Residential Education Coordinator's to build communities that foster learning, academic achievement, and personal and social development.
- Attend monthly portfolio meetings (in a portfolio of their choice).
- Participate in portfolio training during student leadership training week (in a portfolio of their choice).
- Participate in and support the delivery of Welcome Week Program.

Sports Representatives

- Plan, facilitate and host 3-5 sporting events throughout the year from start to finish
- Organise and attend sports training sessions
- Confirm the location, date and time of the sports schedule
- Promote and recruit players for each sporting event
- Promote and recruit players for City Vs Country (intercampus games)
- Contact the relevant sporting club to organise a meeting in person with the Club Rep
- Discuss any issues with the Sports Centre and Accommodation Services (REC-Health)
- Inform all other Sports Representatives of specific event details at least 3 weeks in advance including the set up time, start time, agenda, requirement for officials/ umpires and other support staff, catering and clean-up
- Complete and submit an evaluation to the Sports Centre & Accommodation Services following the event
- Seek feedback from students in attendance, other Sports Reps and stakeholders
- Meet regularly with the Sports Centre. Attendance will be tracked and reported.

Welcome Ambassadors

- Provide support and assistance to international and domestic students as they arrive prior to the commencement of semester one and two.
- Host the Accommodation Services International Welcome Program July.
- Attend & facilitate all three evenings of Welcome Program in July (week prior to Re-Orientation Week).

ADDITIONAL INFORMATION

- There is a student leader probation period of three months (commencing student leader move in day). During this period:
 - Accommodation Services reserves the right to review or discontinue a leaders voluntary position

- If a student Leader withdraws or is dismissed from a student leader position, the individual must pay their compulsory fees (internet, student activities, and service and facility). Accommodation services will take into consideration extenuating circumstances.
- Should a student leader withdraw or is dismissed from their volunteer position, their remuneration will cease the following month.
- There is potential for your leadership to be reviewed and/or revoked in the event you do not:
 - Remain a resident of La Trobe University Accommodation Services
 - Uphold the Rules of Residence and act in a manner consistent with the behavioural guidelines and standards set out in the Rules of Residence
 - Act in a manner that is consistent with the expectations and requirements set out in Student Leader Agreement
- Student leaders who are absent on a training day, inclusive of student leadership development evenings, without a valid excuse may have their leadership role placed on 'Probation.' Those who miss more than one training session may be removed from the role.
- Accommodation Services will allocate rooms and beds to student leaders and it is at the discretion of Accommodation Services to move any student leader (or bed) during their tenure for any period.

REMUNERATION

All Student Leader Positions (Residential Assistant, Reserve, Sports and Welcome):

- Compulsory fees (internet, student activities, and service and facility)
- Free Accommodation and catering during student leader training and first week of ResFest
- Student Leadership Merchandise (official polo top)
- Training and development (including employability skills and First Aid, Responsible Service of Alcohol and Food Safety Training)
- Networking Opportunities
- Free College Ball Ticket (provided minimum numbers are met)
- Student Leadership Celebration Evening
- Student Leader recognition and reward program

Residential Assistant

- Rental Remuneration of 40%

Residential Assistant- Reserve Positions:

- Rental Remuneration of 10%

Sports Representatives:

- Gold Pass (provided by Sports Centre)
- Rental Remuneration of 25%

Welcome Ambassadors:

- \$600.00 rental credit (in semester 1)
- \$200.00 rental credit (in semester 2)

SELECTION AND RECRUITMENT

The following will be considered for residents applying for a volunteer student leadership role:

1. WAM of 65 or above (attach academic transcript with application)
2. Have paid rent on time throughout the year e.g. no debt
3. Have no incidents on StarRez of a serious or concerning nature
4. Attendance at Academic Mentoring Sessions
5. Previous voluntary or paid work

All online applications open Friday 3rd August at 12pm

All applications close Friday 17th August at 5pm.

Student Leadership Application Link: <https://www.surveymonkey.com/r/joinusin2019>