

Position Title: Partnership Officer

Organisation: Association of Postgraduate Students (APS)

Location: University of Queensland (St Lucia and external campuses)

Term: Volunteer, December 2025

About the Role

The **Partnerships Officer** is responsible for developing relationships with external organisations and industry partners to support APS initiatives. This role focuses on securing partners for events such as Market Days, sourcing sponsorships and giveaways, and exploring broader collaboration opportunities, including, for example, partnerships with UQ Advancement.

Key Responsibilities

1 Securing Event Partnerships

- Identify and engage potential partners to participate in APS events.
- Secure giveaways, promotional materials, and sponsorships for APS initiatives.
- Manage communication and logistics with event partners.

2 Building Long-Term Relationships

- Develop ongoing partnerships with external organisations and industry bodies.
- Work with UQ to explore collaboration opportunities that benefit postgraduate students.
- Ensure partners align with APS's mission and values.

3 Strategic Growth & Engagement

- Identify new partnership opportunities to expand APS's network and impact.
- Facilitate meetings and discussions to explore mutually beneficial collaborations.
- Assist in negotiating partnership agreements and sponsorship arrangements.

4 Administrative & Reporting Tasks

- Maintain a database of current and potential APS partners.
- Track partnership outcomes and engagement levels.
- Provide recommendations on improving APS's partnership strategy.

What We're Looking For

- A current UQ postgraduate student interested in student advocacy.
- Strong communication and organisational skills.
- Experience in student representation, governance, or leadership (preferred but not required).

Time Commitment

- Flexible volunteer role, requiring about several hours per week.