

Position Title: Clubs Officer

Organisation: Association of Postgraduate Students (APS)

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

Term: Volunteer, December 2025

About the Role

The **Clubs Officer** is responsible for strengthening the connection between APS and its affiliated clubs. This role ensures clubs are aware of the resources available to them, helps coordinate their activities, and supports their engagement with the broader postgraduate community. The officer plays a key role in fostering collaboration and assisting clubs in delivering successful events and initiatives.

Key Responsibilities

1 Club Coordination & Support

- Maintain regular communication with APS-affiliated clubs.
- Ensure clubs are aware of APS resources, funding opportunities, and administrative support.
- Provide guidance on best practices for club operations, governance, and event planning.

2 Event & Activity Coordination

- Assist clubs in organising activities that align with APS's mission.
- Coordinate joint events between APS and affiliated clubs.
- Facilitate collaboration between clubs to encourage a stronger postgraduate community.

3 Engagement & Networking

- Organise meetings or forums to connect APS clubs and encourage knowledge sharing.
- Support new and emerging clubs in establishing themselves within the APS network.
- Promote club events through APS communication channels.

4 Administrative & Reporting Tasks

- Keep an up-to-date list of APS-affiliated clubs and their key contacts.
 - Track club activities and engagement with APS.
 - Provide recommendations on improving APS's support for clubs.
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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).
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Time Commitment

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