

Position Title: Careers Expo Lead

Organisation: Association of Postgraduate Students (APS)

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

Term: Volunteer, December 2025

About the Role

The **Careers Expo Lead** is responsible for securing companies, industry partners, and organisations to attend the APS Careers Expo in August. This role focuses on outreach, relationship management, and event coordination to ensure the Careers Expo provides valuable networking and employment opportunities for postgraduate students.

Key Responsibilities

1. Securing Exhibitors & Partners

- Identify and engage potential employers, industry representatives, and university departments to participate in the Careers Expo.
- Develop outreach strategies to attract a diverse range of companies and organisations.
- Manage communication with confirmed exhibitors and ensure they have necessary event details.

2. Event Coordination & Logistics

- Work with the APS team to coordinate exhibitor logistics, including booth allocations and event setup.
- Ensure a smooth experience for exhibitors and attendees on the day of the event.
- Assist in securing sponsorships, giveaways, and promotional materials for the expo.

3. Administrative & Reporting Tasks

- Maintain a database of contacted and confirmed exhibitors.
 - Track engagement metrics and provide recommendations for future improvements.
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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).

Time Commitment

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