

Position Title: Student Voice Officer
Organisation: Association of Postgraduate Students (APS)
Location: University of Queensland (St Lucia and external campuses)
Term: Volunteer, December 2025

About the Role

The **Student Voice Officer** helps coordinate and support APS postgraduate representatives on university committees. This role ensures they are prepared, engaged, and equipped to represent student concerns effectively. The officer also tracks attendance, organises strategic discussions, and helps structure student advocacy efforts.

	Committee for Academic Programs Policy	Coursework Admission Standards Sub-Committee	Teaching, Learning and Student Experience	Assessment Sub-Committee	Digital Learning Sub-Committee	Higher Degree by Research Committee	Research and Innovation Committee	Library Advisory Committee	SSAF Advisory Group
Abbreviation	CAPP	CASSC	TLSEC	ASC	DLSC	HDRC	RIC	LAC	SAG
Meeting Location	BWC Room 566	Senate Room	Senate Room	BWC Room 566	Senate Room	Senate Room	Senate Room	50-L521	BWC Room 566
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Chair	Prof. Kris Ryan	Prof. Kris Ryan	Prof. Kris Ryan	TBD	A/Prof. Greg Birkett	Prof. Virginia	Prof. Mark Blows	Prof. Nick Shaw	Prof. Kris Ryan
Secretary	Ms Louise Wilson	Mr Benjamin Griffin	Ms Louise Wilson	Ms Sandra Lee	Ms Rena Cheng	Ms Belinda Bern	Ms Helen Connick	Ms Leah Summers	Mr Andrew Jell

Image 1. 2025 Committee calendar

Key Responsibilities

1. Supporting Student Representatives

- Keep an up-to-date list of APS student representatives on UQ committees.
- Ensure representatives know their roles, upcoming meetings, and key agenda items.
- Help them advocate effectively.

2. Strengthening Advocacy and Feedback

- Gather and summarise feedback from representatives on key university matters.
- Organise strategy sessions to refine APS advocacy positions.
- Help develop reports and submissions based on committee discussions.

3. Monitoring Attendance and Engagement

- Track attendance at committee meetings.
- Follow up with representatives who miss meetings and provide support.

4. Communication and Outreach

- Encourage student representatives to engage with the broader postgraduate community.
- Highlight the work and impact of APS representatives through APS communication channels.

5. Administrative Tasks

- Schedule and run regular check-in meetings with representatives.
- Organise workshops or sessions to enhance advocacy skills.
- Keep records of key committee discussions and outcomes.

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.
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