

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.

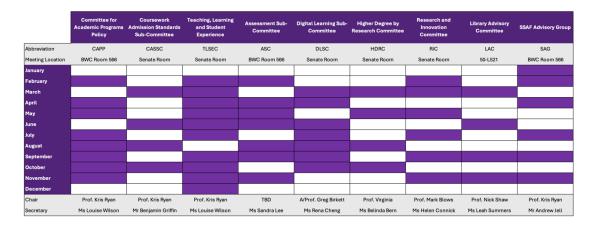


Image 1. 2025 Committee calendar

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.



