

## **Position Description: President, ACU National Student Association (ACUNSA)**

### **ABOUT AUSTRALIAN CATHOLIC UNIVERSITY**

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Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research, and service.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

Student engagement, leadership and service are integral to ACU's Mission and identity and student leaders play a crucial role in implementing the Mission of the University and promoting the social, intellectual, cultural, and spiritual welfare of their fellow students and informing University strategy and processes.

### **ABOUT ACU STUDENT ASSOCIATIONS**

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Each campus has a Campus Student Association (CSA) which is governed by [Statute 9](#) and its Constitution. CSAs provide advocacy, support, and social activity for all students on their campus.

Coordination at a national level is achieved through the [Australian Catholic University National Student Association \(ACUNSA\)](#) comprising the President of ACUNSA, the Campus Student Association Presidents and a First Peoples, International, Postgraduate and Online student representative.

The ACUNSA President, Student Representatives (ACUNSA) and Campus Student Association Presidents are members of the ACU SSAF Committee.

ACUNSA and the Campus Student Associations are supported by the Student Life Unit of the Student Experience Directorate. Student Life oversees the student associations' training, planning, and the financial and risk management of the associations' programs, events and activities.

ACUNSA and the Campus Student Associations work closely with the Student Life Unit and specifically the National Manager Student Life, the Student Life Coordinator, and the Student Life Officers on each Campus.

### **POSITION PURPOSE**

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The ACUNSA President chairs the national committee of the elected student representatives, chairs the ACU SSAF Committee, and co-chairs the Clubs Committee. The ACUNSA President is a national student representative who works closely with Student Life staff, helps to design ACUNSA conferences, and oversees the management of ACUNSA and its associated activities and events. As the public face of the national association, the ACUNSA President is responsible for liaising with major stakeholders including other ACU student leaders, ACU staff and other key partners.

## STIPEND

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The ACUNSA President receives an annual stipend which is equivalent to 60% of the Research Training Program (RTP) Stipend base level (indexed annually). In 2025 the stipend is \$20,107. 2026 RTP base level information will be available from October 1, 2025.

**NB:** The stipend is not a salary or a wage: the President is not paid for the hours worked. Rather the stipend is provided in recognition of the workload of the role which includes regular attendance at meetings and events across the University.

## TRAVEL

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This role requires some travel, including interstate travel.

## EXPECTED HOURS OF COMMITMENT

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The ACUNSA President can expect to devote at least 15 - 18 hours per week to this role. Students should consider this very carefully when nominating for election.

## POSITION RESPONSIBILITIES

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The ACUNSA President's duties are as follows:

1. Work with ACU student and staff stakeholders to achieve the objectives of ACUNSA:
  - i. To further the mission and identity of the University
  - ii. To facilitate and encourage the student experience at ACU
  - iii. To advocate for and represent students by assisting in the communication of issues raised by students to the University and liaise with University staff as required on behalf of students.
2. Foster the social, cultural, intellectual, and spiritual well-being of all students to support a positive, safe and inclusive student culture, and promote the value of volunteerism and service to the community as critical aspects of student leadership.
3. Work together with the National Manager Student Life and Student Life Coordinator (Community Development) to plan, develop and implement annual strategic and operational plans for ACUNSA.
4. Chair all meetings of ACUNSA Council, ACU SSAF Committee, and Co-chair Clubs Committee and be responsible for the effective administration of ACUNSA in accordance with Statute 9 and other relevant University policies, procedures and guidelines.
5. Be accountable for the sound financial management of ACUNSA and good stewardship of resources, including presenting audited accounts annually to Campus Student Association members and all students via public meetings and traditional and social media.
6. Develop effective working relationships with:
  - i. internal stakeholders including the Deputy Vice-Chancellor (Education), the Director Student Experience and Enhancement, the Associate Director Student Experience, the National Manager Student Life, Student Life Coordinator (Community Development) and Campus Deans.
  - ii. appropriate external stakeholders such as community organisations or businesses that can provide support for ACUNSA activities and/or whose community services ACUNSA can support.
7. Work with Student Life staff and help to:
  - i. arrange ACUNSA conferences.
  - ii. identify training and resourcing requirements of ACUNSA members and Campus Student Association Office Holders

- iii. promote to students the value of membership of, and active participation in, student associations, including the promotion of the electoral process.
- iv. communicate student association events and other University information.
8. Help to support the effective operation of the Campus Student Associations by supporting the Campus Student Association Presidents to:
  - i. address the specific needs of their campuses, ensuring all student interests are being represented and promoted through the services and activities of the association.
  - ii. meet their associations' operational targets and provide quarterly reporting to ACUNSA.
9. Participate directly in, and/or nominate appropriate students in consultation with Student Life staff to participate in:
  - i. University committees as required.
  - ii. significant University or Campus functions and events, such as Graduation, opening and closing liturgies, onboarding and semester events, and other events as required.
10. At all times, act lawfully, with integrity and uphold the processes and vision of ACUNSA, the Campus Student Associations, [the Student Conduct Policy](#), and the Mission of the University.
11. The incumbent must complete a conflict-of-interest process should they become, or are, an employee of the University during their term of office.

## SELECTION CRITERIA

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The ACUNSA President must be an enrolled ACU student at the time of nomination, election and during the course of the term of office.

To nominate for the role of ACUNSA President, a student must not be under investigation or have an adverse finding recorded against them under any University policy. Students who are under investigation or have had an adverse finding are ineligible to nominate.

### The following characteristics would contribute to success in the role of President of ACUNSA:

- Clear understanding of, and engagement with, the University's Mission
- Acts with integrity
- Organised and hardworking
- Enthusiastic and proactive
- Collaborative
- Able to consult effectively with students, staff and University stakeholders
- Able to manage competing priorities
- Effective communication and interpersonal skills
- Able to effectively coordinate a team of peers and achieve agreed outcomes
- Leadership ability and experience
- Financial management skills
- Willingness to work collaboratively with the Student Life unit to achieve ACUNSA outcomes.

## KEY RELATIONSHIPS

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University Officer	Role and Relationship	Student roles affected
Deputy Vice-Chancellor (Education)	<p>Responsible for the strategic and operational leadership of the University in partnership with the Vice-Chancellor and the Vice-Chancellor's Advisory Committee.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p>	<ul style="list-style-type: none"> <li>• ACUNSA President</li> <li>• ACUNSA Representatives</li> <li>• CSA Presidents</li> </ul>

	The Deputy Vice-Chancellor (Education) reports to the Vice- Chancellor	
Director, Student Experience and Enhancement	<p>Leads the professional support services and engagement activities for students which are delivered across the University, including Access and Disability, Advocacy Service, Careers and Employability, Counselling, Student Accommodation, Safeguarding and Student Safety, Transition, Medical Centres, and Student Life.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Director, Student Experience and Enhancement reports to the Deputy Vice-Chancellor (Education)</p>	<ul style="list-style-type: none"> <li>• ACUNSA President</li> <li>• ACUNSA Representatives</li> <li>• CSA Presidents</li> </ul>
Associate Director, Student Experience	<p>Supports the Director, Student Experience and Enhancement.</p> <p>Supports the Director in leading the professional support services and engagement activities for students which are delivered across the University.</p> <p>Leads the Student Life and Transition teams, including the programs associated with student leadership, orientation, students on committees and mentoring.</p> <p>Provides guidance to ACUNSA to further the mission of the university.</p> <p>The Associate Director, Student Experience reports to the Director, Student Experience</p>	<ul style="list-style-type: none"> <li>• ACUNSA President</li> <li>• ACUNSA Representatives</li> <li>• CSA Presidents</li> <li>• CSA Executives</li> <li>• Special Officers</li> </ul>
National Manager Student Life	<p>Supports the Associate Director, Student Experience.</p> <p>Advises ACUNSA on strategies and the development of operational plans and to achieve their objectives.</p> <p>Supports ACUNSA's professional and personal development as leaders and representatives. With the Student Life Coordinator, develops and implements ACUNSA conferences and the Induction Program.</p> <p>Leads the Student Life, EAPP and Sport teams that aim to develop a rich, enjoyable, and diverse campus culture that engages students, staff, and the wider community in a vibrant and dynamic campus life.</p> <p>The National Manager Student Life reports to the Associate Director Student Experience.</p>	<ul style="list-style-type: none"> <li>• ACUNSA President</li> <li>• ACUNSA Representatives</li> <li>• CSA Presidents</li> <li>• CSA Executives</li> <li>• Special Officers</li> </ul>
Student Life Coordinator	<p>Responsible for the development and training of community leaders, including ACUNSA and CSA leaders and Club and Society leaders.</p> <p>Provides role-specific training and advice on strategic and administrative matters including risk management and the financial review and approval of large student-led events. With the National Manager Student Life, develops and implements ACUNSA conferences and the Induction Program.</p> <p>The Student Life Coordinator reports to the National Manager, Student Life</p>	<ul style="list-style-type: none"> <li>• ACUNSA President</li> <li>• ACUNSA Representatives</li> <li>• CSA Presidents</li> <li>• CSA Executives</li> <li>• Special Officers</li> <li>• Councillors</li> <li>• Clubs and Society leaders</li> </ul>

Student Life Officer	<p>Responsible for the delivery of campus-specific programs, events, activities, and services.</p> <p>Provides guidance, logistical advice and daily on-the-ground support.</p> <p>The Student Life Officer reports to the National Manager, Student Life.</p>	<ul style="list-style-type: none"> <li>• CSA Presidents</li> <li>• CSA Executives</li> <li>• Campus Councils</li> <li>• Local membership</li> </ul>
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