

Notification of UMSU International Co-Option 2015

This is the official notification, with the relevant dates, locations and open positions, of the UMSU International Co-Option for the 2015/2016 committee.

Application Period

Applications will be *opened from 12pm on the 21st May until 5pm on the 31st July (End of week 1 Semester 2)*. Completed forms should be delivered into the designated box in the UMSU International Lounge at the 2nd floor of Union House.

Applications will go through a shortlisting process prior to the interview period. Shortlisted candidates will be informed via e-mail.

Additional relevant material (CV, Personality Tests) may be requested depending of the applied for position.

Interview Period

Interviews will be from the *3rd to the 14th of August (Week 2 – Week 3)* in the UMSU International Offices with exact dates to be determined based of the availabilities of both the candidates and the interviewers.

Available Positions

The following positions are open for co-option:

Co-Opted Education and Welfare Officer	[1]
Co-Opted Activities Officer	[2]
Co-Opted Communication Officers	[1]
Co-Opted Human Resource Officer	[1]
Co-Opted Human Resource Officer (Internal Affairs)	[1]

Notification of Appointment

Candidates will be informed of the status of their application via e-mail before the *19th of August*.

Further Information

Please visit the UMSU International Lounge (2nd floor of Union House) or e-mail the Secretary at (y.low@union.unimelb.edu.au) for further information or if you have any questions.

Job Roles

UMSU International Co-Opted Education and Welfare Officer

UMSU International Co-Opted Education and Welfare Officers shall:

- (a) be members of the UMSU International Education and Welfare sub-committee;
- (b) assist the UMSU International Vice-President (Education and Welfare) and UMSU International Education and Welfare Director on issues and activities related to the education and rights of Members;
- (c) assist in handling all general affairs of UMSU International; and
- (d) take up special assignments when so entrusted by the UMSU International Central.

UMSU International Co-Opted Activities Officers

UMSU International Co-Opted Activities Officers shall:

- (a) be members of the UMSU International Cultural and Social sub-committee;
- (b) assist the UMSU International Vice-President (Cultural and Social) and UMSU International Cultural and Social Director on issues and activities related to the cultural and social well-being of Members in the University;
- (c) assist in handling all general affairs of UMSU International; and
- (d) take up special assignments when so entrusted by the UMSU International Central.

UMSU International Co-Opted Communications Officers

UMSU International Co-Opted Communications Officers shall:

- (a) be members of the UMSU International Communications sub-committee;
- (b) assist the UMSU International Communications Director on issues and activities related to publicity of UMSU International;
- (c) assist in handling all general affairs of UMSU International; and
- (d) take up special assignments when so entrusted by the UMSU International Central.

UMSU International Co-Opted Human Resources Officer

UMSU International Co-Opted Human Resources Officers shall:

- (a) be members of the UMSU International Human Resources sub-committee;
- (b) assist the UMSU International Human Resources Director in affairs related to the International Student Ambassador (ISA) Program;
- (c) assist in handling all general affairs of UMSU International; and
- (d) take up special assignments when so entrusted by the UMSU International Central.

UMSU International Co-Opted Human Resources Officer (Internal Affairs)

UMSU International Co-Opted Human Resources Officers (Internal Affairs) shall:

- (a) be members of the UMSU International Human Resources sub-committee;
- (b) assist the UMSU International Human Resources Director in affairs related to improving or maintaining relationships between members of UMSU International Central;
- (c) assist in handling all general affairs of UMSU International; and
- (d) take up special assignments when so entrusted by the UMSU International Central.