

Position Description



SEMINAR AND EVALUATION COORDINATOR (THINK.ACT.GREEN)

1. Position Summary

The Seminar/Evaluation Coordinator is a member of the Innovation & Development subgroup of the Think.Act.Green project team. They will assist in developing content for the Think.Act.Green Secondary Schools program, and will also have specific responsibilities around delivering the Seminar Series at each of the participating schools, and delivering the Evaluation Report encompassing the entire program at the end of the year.

The Seminar/Evaluation Coordinator will work closely with the Events Team, the School Liaison Officer and the Corporate Liaison Officer, and reports to the Innovation & Development Manager and the Project Managers of Think.Act.Green.

2. Selection Criteria

Positions Available: 1

Eligibility

1. Enrolled student at the University of Melbourne until at least December 2011
2. Willing to commit a minimum of five hours per week, excluding meetings, during non-exam periods
3. You agree to check your preferred email account daily and respond within 48 hours

General SIFE Selection Criteria

1. Passion and belief in helping others
2. Very strong commitment to the team
3. Advanced level of verbal and written communication
4. Ability to meet deadlines
5. High level of professionalism
6. Ability to work effectively in a team

Role Specific Selection Criteria

1. High level of organisation and the ability to manage multiple tasks within strict timelines
2. High attention to detail
3. Ability to be resourceful and problem-solve as issues arise

Additional Desirable Selection Criteria

1. Availability during January 2011

Time Commitment

1. One one-hour weekly meeting (usually none during exam periods)
2. Average of five hours per week in project tasks (average of 1-2 hours during exams)

3. Responsibilities

Seminar Series (Phase One)

- Manage the overall development of the Seminar Series, identifying the scope, goals and objectives of the Seminar Series, and ensuring these are met
- Oversee the development of the Think.Act.Green content for seminars, including speeches, videos and presentations delivered or presented by Think.Act.Green
- Oversee the development of the Speakers' Brief for the seminars, and ensure that this is communicated to each of the speakers in coordination with the Corporate Liaison Officer
- Oversee the development of all materials, programs and activities for participants in the seminars
- Prepare the running sheet for each seminar, and ensure that relevant team members are aware of their responsibilities at the seminar
- Organise for team members to attend each seminar, ensuring a sufficient number of team members are in attendance, and that attendance is spread evenly among the team
- In coordination with the School Liaison Officer, ensure that seminar dates, times and venues along with any other relevant details are finalised, and communicated to appropriate members of the team
- Ensure that the requirements for equipment etc., are communicated to the relevant people at each school in coordination with the School Liaison Officer
- In coordination with the Corporate Liaison Officer, ensure that a speaker is organised for each seminar, and that they are aware of all relevant details
- In coordination with the Corporate Liaison Officer, ensure that each speaker's presentation is consistent with the Speakers' Brief
- Act as the key point of contact for team members and speakers in regards to seminars
- Ensure that a thorough survey of each Seminar is conducted and documented for further improvement.
- In coordination with the Corporate Liaison Officer, contact speakers after the seminar series and obtain feedback

Ongoing Throughout the Year

- Communicate the suggestions in the 2009 Evaluation Report to relevant members of the team, and monitor the implementation of those suggestions
- Develop measurable benchmarks for each phase of the project and communicate these to relevant members of the team
- Assess the successes and shortcomings of each phase of the project against these benchmarks

- Document all relevant results from each phase of the program throughout the year
- Oversee the preparation, distribution, documentation and assessment of surveys at relevant phases
- Ensure that all relevant materials, such as statistics, testimonials, and are prepared for use in the Think.Act.Green SIFE Nationals presentation
- Oversee the preparation of the 2010 Evaluation Report and create an Evaluation Report Template to be used in subsequent years.
- Oversee the development of the 2010 Handbook

4. Other Information

Organisation Unit

Students In Free Enterprise (SIFE) is a network of over 38,000 students, studying at more than 1,500 universities around the world, who endeavour to use classroom knowledge to address socio-economic problems in their local or international communities. With the assistance of academic and business leaders, SIFE students are committed to making a difference by creating sustainable economic opportunities for disadvantaged groups.

SIFE teams manage a diverse portfolio of projects, which operate on the principles of market economics, education and training, entrepreneurialism, financial management, business ethics and sustainability. At a global level, SIFE is supported by hundreds of leading companies and organisations that believe in securing a future led by ethical business leaders with a broad worldview and a commitment to helping others. Every year, SIFE students are changing the lives of millions of people, whilst developing the skills to become socially responsible business leaders.

The University of Melbourne SIFE team is helping those left out of the free market economy to gain the education, skills, and experience to achieve increased access, opportunity and success. They see growing social inequality and environmental degradation as market failures, and are working to close these gaps – one student-led initiative at a time – for positive change.

The University of Melbourne SIFE is the largest SIFE team in Australia with an active membership of 62 students who spend 22,978 hours annually on 3 projects. In July 2007, the team was named SIFE Australia National Champions and reached the semi-finals of the SIFE World Cup in New York, representing Australia amongst the leading 44 teams from around the globe.