

Student Leader Position Description

Position Title	Student Leader
Portfolio	Student Experience, Student and Projects
School/Group	College of Business and Law
Employment Type	Volunteer (unpaid)
Location	Building 80, Level 7, 445 Swanston Street, Melbourne, VIC 3000
Outcome	Student Leader Volunteer Certificate Recognition

Mission Statement

As a CoBL Student Leader, our primary goal is to enhance student experience by fostering a compassionate and inclusive community. We achieve this by creating avenues for mentoring, nurturing friendships, and facilitating personal development. We understand the significance of active participation and the positive connections we establish here at RMIT University. We proudly serve as students, helping students not only during Open Day, Orientation Week, and our academic journeys but also as dedicated alumni in the future.

Program Description

The Student Leader Program is a volunteer opportunity designed to help students make the most of their university experience. Through involvement in CoBL events and initiatives, Student Leaders develop valuable leadership and professional skills, build connections with fellow students and staff, and expand their networks beyond their studies. The program provides hands-on experience in communication, teamwork, mentoring, and event support, helping students grow their confidence and enhance their employability while making a positive contribution to the student community.

Duration

Student Leaders are appointed for one (1) year.

Student Leader Volunteer Agreement Contract

To be recognised as a Student Leader, students are expected to sign a Student Leader Volunteer Agreement Contract which commits them to the following responsibilities and attendance requirements. Students failing to meet the requirements of the program may have their position terminated.

Key Responsibilities

As a Student Leader, you'll get involved in a range of activities, including:

- **SSCC (Student Consultative Committee):** Gather feedback and work with staff to improve student experience.
- **Orientation:** Welcome and support new students as they transition into university life.
- **Open Day:** Share your experience and engage with future students and families.
- **Campus Tours:** Guide prospective students and showcase campus life and opportunities.
- **Events & Engagement:** Support events, workshops, and activities throughout the year.
- **Marketing Initiatives:** Contribute to marketing and promotional activities that increase student awareness and engagement

Key Selection Criteria

1. Current College of Business & Law student who have been studying for a minimum of one full semester.

2. Written, verbal and interpersonal abilities that are well-suited for collaborating with the Student Leader team and engaging with fellow students.
3. Successful completion of all courses in the previous semester.
4. Capability to effectively advocate for and represent the College of Business and Law in a positive manner, especially during major events such as Orientation and Open Day
5. A strong inclination to engage, form new connections, and enjoy the experience.

Desirable: Proven participation in and contributions to the RMIT community, school, or local community; WIL, peer mentoring, clubs and societies.

Time Commitments

Student Leaders are required to attend the compulsory induction training and actively participate in program activities throughout the year.

To receive a **Certificate of Appreciation**, Student Leaders must support both **Orientation** and **Open Day** and attend **Student Leader Lab sessions**. Academic commitments should always take priority, and students are expected to communicate their availability and honour their commitments.

Attendance Requirements

Event	Date	Time
Induction Training (in-person)	Wednesday 1st & 8th July	10:00AM – 12:00PM
RMIT CoBL Undergrad Orientation	Wednesday, 15th July 2026	9:00AM – 4:00PM
RMIT CoBL Postgrad Orientation	Thursday, 16th July 2026	3:00PM – 8:30PM
RMIT Open Day	Sunday 9th August 2026	9:00AM – 4:00PM

Recruitment Process

- Complete and submit online application form
- Attend compulsory face-to-face induction training
- Have a valid Working with Children Check (Volunteer)
- Complete Volunteer Agreement form
- Provide shift availability

Accessibility

We're dedicated to making our program accessible and inclusive and welcoming applications from students with disabilities, ongoing illness and/or mental health conditions (e.g., d/Deaf, print disability, neurodiverse), and other diverse groups. We can discuss and make suitable adjustments for the registration process, training and induction activities, or role requirements. If you would like to discuss this further, please get in touch with us via your preferred type of communication: email cobl.studentexperience@rmit.edu.au with your request.
