

SSEAC POSTGRADUATE REPRESENTATIVE

GENERAL TASKS

- Attending the quarterly SSEAC Executive meetings (total commitment of 4 hours a year) and making recommendations to the SSEAC Executive Committee about student-related issues, based on consultation with the SSEAC Curriculum Coordinator and the broader student network
- Acting as the main point of contact between SSEAC staff and SSEAC postgraduate community
- Helping to recruit more students to the SSEAC student network
- Promoting SSEAC at conferences, while in the field, at other universities, etc.
- Liaising with the SSEAC Research Training Advisers and the SSEAC Curriculum Advisers as required

ACTIVITIES YOU MAY WISH TO GET INVOLVED IN

In addition to the tasks listed above, the SSEAC Postgraduate Representative may wish to contribute in a variety of ways, as suggested below. Please note that these are suggestions only and that the SSEAC Postgraduate Representative is strongly encouraged to define the role as they see fit and as opportunities arise.

Events

- Supporting the SSEAC Curriculum Coordinator to organise the flagship SSEAC postgraduate retreat, a one-day postgraduate conference, a postgraduate public-speaking workshop, a Welcome to Sydney lunch in Semesters One and Two, and other events
- Working with the SSEAC Curriculum Coordinator and the SSEAC Communications Officer to promote SSEAC postgraduate events
- Volunteering or organising volunteers to help at SSEAC events, as needed

Communications

- Communications about student-related issues, such as events and funding opportunities, on the private SSEAC Postgraduate Facebook group
- Making contributions to the SSEAC newsletter/bulletin about student activities and/or events or issues that are relevant to postgraduate students
- Building the numbers of student profiles featured on the SSEAC postgraduate page
- Providing quarterly reports of postgraduate activities to the SSEAC Executive Committee

PRINCIPLES FOR ENGAGING WITH SSEAC

- Interdisciplinarity – make sure that students from a range of disciplines are catered for
- Representing all countries – make sure that students from a full range of Southeast Asian countries are involved in SSEAC activities and represented at SSEAC events
- Professionalism
- Enthusiasm and a strong sense of initiative

WHAT'S IN IT FOR YOU?

- Opportunity to represent your peers and work closely with senior academic staff to improve postgraduate representation and involvement (academic service is often required in applying for paid academic positions)
- Develop a better understanding of University of Sydney's Southeast Asia expertise across disciplines
- Build your networks – established academics, new and current students from a range of disciplinary backgrounds with a shared interest in Southeast Asia

APPLY [HERE](#) BY 31 JANUARY 2021.

Please note that applicants must be available for an interview with the SSEAC team between 1 and 12 February 2021. Interviews may be conducted online or in person depending on circumstance. All applicants will be notified of the outcome of their application by 15 February 2021.

Please note this is an unpaid volunteer position. The Sydney Southeast Asia Centre is not able to provide any remuneration for this position.