Postgraduate Coordinator

Sydney Southeast Asia Centre

Position Description
Responsibilities

General duties
- Main point of contact with Centre staff.
- Making suggestions to the Centre Executive about student-related issues based on consultation with the Postgraduate Committee and the broader student network.
- Liaising with the Centre’s Research Training Adviser as required.

Events
- Organising social events for postgraduate students, including a Welcome to Sydney lunch (organised with the Alumni Office) in Semester One and Semester Two.
- Organising five postgraduate seminars per year (one for each research cluster).
- Working with the Centre’s Research Training Adviser to promote and coordinate the annual Three Minute Thesis competition.
- Working with the Centre’s Executive and the Research Training Adviser to promote the annual postgraduate retreat.
- Volunteering or organising volunteers to help at events, as required.

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

Networking
- Helping to recruit more students to the student network
- Promoting the Centre at conferences, while in the field, at other universities etc.

Principles for engaging with the Sydney Southeast Asia Centre
- Interdisciplinarity – ensure that students from a range of disciplines are catered for.
- Representing all countries – ensure that students from a full range of Southeast Asian countries are involved in activities and represented at events.
- Professionalism.
- Enthusiasm.
What’s in it for you?

- Meet new and current students from a range of disciplinary backgrounds with a shared interest in Southeast Asia.
- Develop a better understanding of University of Sydney’s Southeast Asia expertise across disciplines.
- Opportunity to work closely with senior academic staff to improve postgraduate representation and involvement.
- Contribute to the academic community at the postgraduate level (academic service).
- Build your networks by meeting new friends and established academics.
- Fun!