



Inforum Students Committee proposal

Purpose

- To provide improved levels of support for Inforum's students
- To provide a committee which represent the students
- To offer tuition-free, high quality English language study opportunities
- For promotion of Inforum Education

Number

3-4 students a year

The committee members are to share their tasks but each person will look after a particular area such as student services, activities or accommodation.

Nationality & Visa

Any nationality

Students / Working Holiday / Dependant or any other visa with which students can work

Term

6-9 months (depending on the visa)



What INFORUM will offer

- 3-9 month scholarship in any course offered at INFORUM for two to three selected members
- Accommodation in a twin room in the student residence during their stay for one selected member

*Learning material fees, OSHC and any other personal expenses have to be borne by the students

Candidate criteria

1. On application, intermediate or upper-intermediate level of English is required.
2. Enthusiasm for studying English
3. Leadership qualities
4. High level skills in communication, organisation, administration and problem solving.
5. Good knowledge of MS Office including Word, Excel, Outlook; Internet and any other computer skills are favorable, esp. SEO
6. Ability to speak more than two languages other than English is preferred
7. International drivers license for the one who applies for free accommodation

Candidates are to submit:

1. An essay (2-3 pages) in English about themselves and how they meet the candidate criteria.*
(Candidates must write at least one paragraph for each of criteria 2 – 6 above)
2. A resume that details their education, work experience and any extra skills or licences they have.

**As we want to see the candidates' English level, please do not ask people's help to correct the English.*
The essay and resume are to be sent to Inforum Education (info@inforum.com.au)

Recruiting

We are recruiting members any time of the year subject to availability. Please contact us to find out if there is a position vacant.

Commencement

The students will be studying English full time for the first one to three months until their English level reaches upper-intermediate after the arrival.

The committee member will be given training by INFORUM staff from the second month of their enrolment.

After the initial period, committee members will undertake the committee activities, 20 hours per week before and after their classes.

The committee's duties occasionally overlap with their classes within the hours permitted under immigration law.

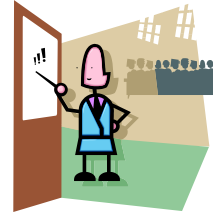
Duties

1. The committee's first duty is to study English hard and speak English at all times.

2. For the role of Student Services Officer (reporting to the Student Services Manager), duties

include but are not limited to:

- Welcoming new students
- Conducting orientation
- Supporting new students with opening bank accounts, obtaining bus cards, mobile phone purchases, etc.
- Providing any information required by students
- Day-to-day IT support
- Student counseling regarding day-to-day matters
- Welcoming trial or prospective students on their visit to INFORUM



*The committees are not to give any fee related, immigration or any other professional counseling to students



3. Activities Support (reporting to the Director, Administration and the teacher who looks after the activities).

The Students Committee is to organise, promote and conduct student activities every week.

4. To promote INFORUM (and agent if the member has an appointed agent) in measures including updating the school's homepage, blog, YouTube, chat rooms, Facebook or any other free promotional places by contributing articles relating to Inforum's activities and latest news.



5. Student residence support

- Check-in / check-out duties
- Orientation
- Cleaning
- Purchasing consumables
- Delivery of sheets and towels
- Shared task management

6. Advertising and selection of the next committee member

For more information, contact INFORUM by email: info@inforum.com.au

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