

2020-2021

DIRECTOR'S OFFICER'S

RMIT ACCOUNTING STUDENTS' ASSOCIATION



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About

RMIT Accounting Students' Association (RASA) is a free-to-join student society for students of all disciplines. We are run by students, for students. Our society is built on three key foundations. We **connect** our members with like-minded individuals and industry professionals by creating networking opportunities, allowing them to develop their connections early. We **develop** our members to their full potentials by running workshops that develop their technical skills and prepare them for student applications. We **support** our members by providing a community for our members by hosting social events and inspiring them to be their very best.

Academic Relations

Director Overview

We are looking for a charismatic person to lead our Academic Relations team. As Academic Relations Director, your main responsibilities will be leading the Academic Relations team, liaising with the School of Accounting and representing RASA during first-year orientation. To be successful in this role, you will possess excellent verbal and written communication skills. Previous experience in public speaking or presentation is also an advantage.

Responsibilities

- Leading and delegating responsibilities within the Academic Relations team
- Liaising with School of Accounting coordinators
- Representing RASA and presenting during first-year orientation
- Meeting with executive team to discuss speech topics
- Recruiting RMIT students to join RASA during Clubs Day
- Working with the design team on presentations
- Attending committee meetings and RASA events

Requirements

- Excellent verbal communication skills
- Previous public speaking experience

Officer Overview

We are looking for an active person to join our Academic Relations team. As Academic Relations Officer, your main responsibilities will be liaising with the School of Accounting and representing RASA during first-year orientation. To be successful in this role, you must have a willingness to learn and work as part of a team.

Responsibilities

- Liaising with School of Accounting coordinators
- Representing RASA and presenting during first-year orientation
- Meeting with executive team to discuss speech topics
- Recruiting RMIT students to join RASA during Clubs Day
- Collaborating with the Academic Relations team on projects
- Attending committee meetings and RASA events

Requirements

- Excellent verbal communication skills
- A willingness to learn and work as part of a team

Corporate Relations

Director Overview

We are looking for a motivated person to lead our Corporate Relations team. As Corporate Relations Director, you will be responsible for leading the Corporate Relations team, liaising with various sponsors and communicating with the executive on all things sponsorship related. To be successful in this role, you must have excellent communication and written skills. CA ANZ student representatives and CPA student ambassadors also fit into this role.

Responsibilities

- Leading and delegating responsibilities within the Sponsorship team
- Managing all current sponsorships
- Communicating with the Marketing team on sponsors marketing material
- Collaborating with the Design team on annual prospectus
- Establishing and building relationships with new sponsors
- Attending committee meetings and RASA events

Requirements

- Excellent communication and written skills
- The ability to swiftly respond to sponsors needs

Officer Overview

We are looking for an active person to join our Corporate Relations team. As Corporate Relations Officer, you will be responsible for, liaising with various sponsors and communicating with the Director and Executives on all things sponsorship related. To be successful in this role, you must have a willingness to learn and work as part of a team. CA ANZ student representatives and CPA student ambassadors also fit into this role.

Responsibilities

- Managing delegated sponsorships
- Collaborating with the Sponsorship team on projects
- Communicating with the Marketing team on sponsors marketing material
- Collaborating with the Design team on annual prospectus
- Attending committee meetings and RASA events

Requirements

- Excellent communication and written skills
- A willingness to learn and work as part of a team

Design

Director Overview

We are looking for a creative person with outstanding digital literacy abilities to lead our Design team. As Design Director, you will be responsible for leading the Design team, creating graphic designs for our digital channels, maintaining the website and collaborating with the committee on the annual prospectus. To be successful in this role, you should have extensive knowledge of graphic design, styles, and techniques.

Responsibilities

- Leading and delegating responsibilities within the Design team
- Ensuring the website is up to date
- Designing digital content, PowerPoints and annual prospectus
- Managing graphic designs from conception to delivery
- Reviewing Officer design projects to ensure quality
- Ensuring brand consistency throughout various marketing projects
- Liaising between the executive, marketing and sponsorship teams to ensure deadlines are met
- Attending committee meetings and RASA events

Requirements

- Experience creating strong, engaging digital content
- Experience with Wix and Canva (highly valuable)
- Experience with Adobe Photoshop/InDesign (desired, but not necessary)
- A keen eye for visual details, aesthetic skills, ability to meet deadlines and collaborating with team members

Officer Overview

We are looking for an active person to join our Design team. As Design Officer, you will be responsible for creating graphic designs for our digital channels, maintaining the website and collaborating with the committee on the annual prospectus. To be successful in this role, you must have a willingness to learn and work as part of a team.

Responsibilities

- Ensuring the website is up to date
- Designing digital content, PowerPoints and annual prospectus
- Collaborating with the Design team on projects
- Ensuring brand consistency throughout various marketing projects
- Attending committee meetings and RASA events

Requirements

- A keen eye for visual details, aesthetic skills, ability to meet deadlines and collaborating with team members
- A willingness to learn and work as part of a team

Events

Director Overview

We are searching for an organised person to lead our Events team. As Events Director, you will be responsible for leading the events team, working with the executive team on organising and managing events. To be successful in this role, you should have excellent communication, time management skills and a strong attention to detail.

Responsibilities

- Leading and delegating responsibilities within the Events team
- Brainstorming and implementing event concepts and themes
- Collaborating with the Treasurer on event budgets
- Researching and booking venues, suppliers, caterers, photographers, etc...
- Liaising with stakeholders during the planning process
- Coordinating all logistical elements of the event
- Organizing roles for committee during events
- Manage all event set-up, tear down and follow-up processes
- Attending committee meetings and RASA events

Requirements

- Attention to detail and time management skills
- Strong communication and interpersonal skills
- Ability to lead the Events team and delegate tasks effectively
- Excellent organizational skills with the ability to multitask under pressure

Officer Overview

We are searching for an active person to join our Events team. As Events Officer, you will be responsible for working with the Events and Executive team on organising and managing events. To be successful in this role, you must have a willingness to learn and work as part of a team.

Responsibilities

- Brainstorming and implementing event concepts and themes
- Researching venues, suppliers, caterers, photographers, etc...
- Collaborating with the Events team on projects
- Attend committee meetings and RASA events

Requirements

- Creative, out-of-the-box thinking
- Strong communication and interpersonal skills
- A willingness to learn and work as part of a team

Social Media

Director Overview

We are looking for an enthusiastic person to lead our Marketing team. As Marketing Director, you will be responsible for leading the marketing team, managing our social media platforms and collaborating with the committee on marketing needs. To be successful in this role, you must have excellent knowledge of several social media platforms and have excellent communication skills

Responsibilities

- Leading and delegating responsibilities within the Marketing team
- Posting and managing social media channels
- Creating social media events and registration forms
- Collaborating with the Design team on campaign ideas
- Responding to queries and messages through social media
- Analyse analytics to gauge the success of campaigns
- Suggesting new ways to promote company offerings and to reach consumers
- Attending committee meetings and RASA events

Requirements

- Excellent knowledge of social media platforms
- Excellent communication skills and ability to lead a team
- Prior experience in marketing or social media (desired, but not necessary)
- Majoring or minoring in a marketing degree (desired, but not necessary)

Officer Overview

We are looking for an active person to join our Marketing team. As Marketing Officer, you will be responsible for working with the Marketing team, managing our social media platforms and collaborating with the committee on marketing needs. To be successful in this role, you must have a willingness to learn and work as part of a team.

Responsibilities

- Posting on social media channels
- Collaborating with the Marketing team on projects
- Collaborating with the design team on campaign ideas
- Responding to queries and messages through social media
- Suggesting new ways to promote company offerings and to reach consumers
- Attending committee meetings and RASA events

Requirements

- Excellent communication skills
- Majoring or minoring in a marketing degree (desired, but not necessary)
- A willingness to learn and work as part of a team

General Committee

Overview

We are looking for dynamic people to join our General Committee. As a member of the General Committee, you will be responsible for supporting the committee where needed and being an active team member. This role is perfect for those who want to get an insight of being part of the RASA committee.

Responsibilities

- Attending committee meetings and RASA events
- Support the committee where needed

Requirements

- Be an active team member