



# POSITION DESCRIPTION

## Newsletter Editor

<b>CLASSIFICATION</b>	Voluntary Position
<b>BENEFITS</b>	Free registration to one AAIR forum per year
<b>SUPERANNUATION</b>	Not Applicable
<b>APPOINTMENT TYPE</b>	Volunteer (approximately 12 hours per month)
<b>APPOINTMENT TERM</b>	Two years or otherwise as agreed by the Executive Committee
<b>REPORTING TO</b>	Executive Committee
<b>CURRENT OCCUPANT</b>	Tracy Creagh
<b>HOW TO APPLY</b>	If you are interested in applying for this rewarding position within your Association, please email your expression of interest and resume to either: <a href="mailto:secretary@air.org.au">secretary@air.org.au</a> or <a href="mailto:president@air.org.au">president@air.org.au</a> .
<b>CONTACT FOR ENQUIRIES ONLY</b>	Liesha Northover Email: <a href="mailto:info@air.org.au">info@air.org.au</a>  <i>Please do not send your application to this contact</i>

## Position Summary

The Newsletter Editor is a key role within AAIR as it communicates important information about institutional research (IR) and sector matters to the membership of AAIR through its newsletter.

Working independently, you will prepare the newsletter for review by the AAIR Executive Officer and the AAIR Executive Committee member responsible for publications and communications. You will use your initiative to design an attractive newsletter that is well regarded by members.

As Editor, you will hold a position of influence in the AAIR community that will advance your career and understanding of the sector and IR nationally and internationally.

### 1. *Key Responsibilities*

- ▶ Review newsletter form and content to be contemporary and regarded positively by members as a primary source of information about IR and the higher education sector both nationally and internationally.
- ▶ Maintain subscriptions to relevant mailing lists to gather information of relevance to include in newsletter
- ▶ Collate up-to-date information from other sources for inclusion in the newsletter
- ▶ Liaise with the AAIR President for the President's Report
- ▶ Liaise with the AAIR Executive Officer regarding publication dates
- ▶ Desktop publish the newsletter and send to the AAIR Executive Officer who will finalise and publish to all platforms (social media, website, mailout, etc.)
- ▶ Source IR events around the world for inclusion on the events page of the AAIR website

### 2. *Job Complexity, Skills, Knowledge*

#### 2.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Newsletter Editor is a relatively autonomous role in the design and compilation of the newsletter. The Newsletter Editor reports directly to the Executive Committee member who is leading the Publications, Communications and Social Media Portfolio. Ultimate oversight and publishing of the newsletter is by the Executive Committee.

#### 2.2 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

A sound understanding and knowledge of IR, the role of IR within institutions and the higher education sector is required.

#### 2.3 RESOURCE MANAGEMENT

All files are to be maintained in a Dropbox folder managed by AAIR with permissions granted to the successful applicant.

#### 2.4 BREADTH OF THE POSITION

The position of Newsletter Editor is primarily to source content for the monthly newsletter (issued for 11 months of the year from January to November, or from February to December, depending on circumstances).

The position may require arranging interviews.

The Newsletter Editor may also become involved in the Association's social media pages if interested in this aspect of publishing and has a desire to do so, but this is of course optional.

### 3. *Key Relationships*

The key relationships the Newsletter Editor will have are with the following:

- ▶ AAIR Executive Committee
- ▶ Publications, Communications and Social Media Portfolio leader
- ▶ AAIR Executive Officer
- ▶ Interviewees

### 4. *Selection Criteria*

#### 4.1 **WORK EXPERIENCE AND SKILLS**

- ▶ Advanced Microsoft Word skills
- ▶ Effective communication skills
- ▶ Research skills

#### 4.2 **QUALIFICATIONS**

- ▶ No specific qualifications required.

### 5. *Other Information*

#### 5.1 **BENEFITS**

Some benefits to the successful applicant include:

- ▶ hands on involvement in your Association
- ▶ having a broader profile in the sector
- ▶ obtaining/improving editing and layout skills
- ▶ professional development experience to add to your curriculum vitae
- ▶ potential flow-on to/from your own work through various research that's undertaken
- ▶ free registration to an AAIR event or forum

#### 5.2 **ABOUT AAIR**

The Australasian Association for Institutional Research (AAIR) is the professional association for institutional research practitioners in higher education and other institutions in Australasia.

Established in late 1988, AAIR continues to draw members mainly from Australia and New Zealand, with further members from the Pacific, Southeast Asia, and the African

continent. Members contribute to planning, decision making, policy formulation and analysis concerned with the management of tertiary education.

The broad aim of AAIR is to benefit, assist and advance research which leads to the improved understanding, planning and operation of tertiary education institutions within Australasia. AAIR has the following principal objectives:

- ▶ to raise the level of professional competence and practice in the fields of tertiary education institutional research, planning and analysis in the Australasian region
- ▶ to enhance inter-institutional cooperation in the undertaking of comparative institutional research projects
- ▶ to assist the professional development of members by:
  - ▶ organising an annual conference (the AAIR forum)
  - ▶ developing and fostering cooperative links with the AIR and European AIR
  - ▶ encouraging regional meetings of members to augment the annual Forum

AAIR is affiliated with the [Association for Institutional Research \(AIR\)](#) in the United States, along with other groups located in Europe, South-East Asia, South Africa and Canada.

### 5.3 ABOUT INSTITUTIONAL RESEARCH

'Institutional research' is viewed as a range of activities involving the collection, analysis and interpretation of information descriptive of an institution and its activities, including its students and staff, programs, management and operations. The findings of such 'institutional research' assist institutional leaders (in both academic and administrative domains) by informing their planning and decision-making.

### 5.4 GOVERNANCE

The business and affairs of AAIR are managed by the Executive Committee constituted under [Rule 23](#).

The powers and responsibilities of the Executive Committee include managing the business and affairs of the Association, appointing volunteers and sub-committees and delegating any of its duties to such volunteers and sub-committees, and the Committee may appoint staff for a period and on such other terms and conditions as may be determined by the Committee. Appointments are periodically reviewed.

Further information about AAIR and the Executive Committee is available in the Rules at <http://aaair.org.au/about/rules>.

## 6. *Occupational Health and Safety (OHL&S)*

All holders of positions with AAIR are required to take reasonable care for their own health and safety. As AAIR has no employees as such. Volunteers in honorary positions are responsible for their own health and wellbeing. All volunteers work from their own premises as required by AAIR.

**Expressions of interest are open until an appropriate candidate is appointed.**