



ROLE DESCRIPTION

“The purpose of institutional research is to provide objective, systematic and thorough research that supports the institution’s enrolment goals, planning, policy formation and decision making.”

Newsletter Editor

We are open to this role could being occupied by 2 people (co-editors).

CLASSIFICATION	Voluntary Position
BENEFITS	Free registration to one AAIR forum per year
APPOINTMENT TYPE	Volunteer (approximately 14 hours per issue if sole incumbent)
APPOINTMENT TERM	Two years or otherwise as agreed by the Executive Committee
REPORTING TO	Executive Committee
CURRENT OCCUPANT	Andrew Bradshaw
HOW TO APPLY	If you are interested in applying for this rewarding role within your Association, please email a brief expression of interest to: info@aair.org.au .
CONTACT FOR ENQUIRIES ONLY	Andrew Bradshaw Email: editor@aair.org.au

JOIN US AS OUR VOLUNTEER NEWSLETTER EDITOR!

Are you passionate about institutional research and eager to make a meaningful impact in our professional community? As our volunteer newsletter editor, you’ll play a crucial role in keeping our members informed and engaged. This position offers a unique opportunity to enhance your writing and communication skills, connect with industry leaders, and showcase the innovative work happening within our field.

You’ll collaborate with a dynamic team, curate relevant content, and help shape the voice of our association. Your contributions will highlight best practices and research insights and foster a sense of community among our members. If you’re ready to make a difference and elevate our newsletter, we’d love to have you on board!

Date Created: 28/02/2013

Last Reviewed: 03/10/2024

Next Review Due: 03/10/2026

1. About AAIR

We are the Australasian Association for Institutional Research (AAIR), a not-for-profit organisation dedicated to advancing research and analysis in higher education institutions across Australasia. Our mission is to promote excellence in institutional research, providing valuable insights to enhance decision-making and strategic planning in education.

2. Role 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.

3. Key Responsibilities

- ▶ Review newsletter format and content as we aim for our newsletter 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 (already set up and available through access to the editor@inbox).
- ▶ 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.
- ▶ Liaise with the proofreader once initial copy is complete.
- ▶ Liaise with the social media guru who posts all social media content.
- ▶ Source IR events around the world for inclusion on the events page of the AAIR website.
- ▶ Desktop publish the newsletter and send to the AAIR Executive Officer who will finalise and publish to all platforms (social media, website, mailout, etc.).

4. Skills and Experience

4.1 SKILLS

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

4.2 QUALIFICATIONS

- ▶ No specific qualifications required.

4.3 LEVEL OF AUTONOMY

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. Ultimate oversight and publishing of the newsletter is by the Executive Committee.

4.4 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

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

4.5 RESOURCE MANAGEMENT

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

4.6 BREADTH OF THE POSITION

The position of Newsletter Editor is primarily to source content for our newsletter. We would hope to have a minimum of 6 newsletter per year (usually issued between February and November (or 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.

5. Key Relationships

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

- ▶ AAIR Executive Committee
- ▶ Co-editor of the newsletter (if there is one)
- ▶ Proofreader
- ▶ AAIR Executive Officer
- ▶ Interviewees

6. 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 resume
- ▶ potential flow-on to/from your own work through various research that's undertaken
- ▶ free registration to an AAIR event or forum

7. Additional Information

7.1 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://aair.org.au/about/rules>.

7.2 OCCUPATIONAL HEALTH AND SAFETY (OH&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.