



# **Student Communications Volunteer Program**

## **Program Goal**

The position of a student communications volunteer at the School of Technology, Faculty of Business, Technology and Education of Ilia State University serves to achieve several key objectives.

- To foster the development of a Technology School student identity among undergraduate students of technology programs and to enhance their sense of belonging to a specific field within the School of Technology.
- To ensure the accurate and appropriate communication of information to other students of the School of Technology regarding the educational programs and the curricular and extracurricular opportunities offered within these programs.

Based on the objective, the following tasks are defined for the position of Student Communications Volunteer

- Strengthening student connections with a focus on academic, professional, personal, and social development;
- Ensuring regular and effective communication with students;
- Ensuring student engagement in activities focused on the continuous development of educational programs and the School of Technology;
- Advocating for and promoting the values and goals of the educational programs and the School of Technology within academic and professional communities.

## **Duties and Responsibilities**

The duties and responsibilities of the Student Communications Volunteer include:

- Sharing the study experience at Ilia State University / School of Technology with prospective, new, and current students, providing information about all available services, and assessing the effectiveness of this information delivery process.;
- Participating in and attending Ilia State University / School of Technology events, such as Open Days, Freshmen Orientation Week, Graduation Ceremony, etc., and mobilizing students by providing them with accurate and appropriate information.
- Providing student consultations at the beginning of the semester within the consultation hours defined by the coordinator, assisting with navigation on electronic learning platforms (Argus, E-Learning), familiarizing students with the program structure, and supporting the course registration process.

- Collaborating with the School of Technology administration to participate in the planning and organization of various program-relevant academic, professional, and/or social activities within or beyond the university/school.
- Encouraging and motivating student participation in activities organized by the School of Technology;
- Collaborating with the academic and administrative staff of the School of Technology by sharing initiatives and feedback, which involves participating in the improvement and development of relevant undergraduate educational programs and the School of Technology's services.

## **Selection**

### **Conditions for Participation in the Competition**

The candidate must meet the following requirements:

- The student must be enrolled as an undergraduate at the School of Technology, Ilia State University, and must have active student status;
- The student must have accumulated at least 60 credits;
- The student's average grade must be at least 81 points.

### **Selection Procedure**

The selection procedure for students within the Student Communications Volunteer Program is coordinated by the School of Technology administration according to the following stages:

Stage I – At the end of each academic year, registration for the upcoming academic year is announced;

Stage II – Review and evaluation of application documents;

- Verification of the application's validity;
- Evaluation of the motivation letter.

Stage III – Interview with the selection committee;

- The interview committee consists of the Director of the School of Technology, program coordinators, and the heads of the relevant undergraduate educational programs;
- During the interview, the candidate's experience, motivation, and the importance of their involvement in the program will be considered, as well as their communication and teamwork skills, general knowledge of the university's/school's services and resources, initiatives, and vision regarding the Student Communications Volunteer program.

- The committee is formed by the Director of the School of Technology based on the consent of potential members to participate.

Stage IV – Nomination and final selection.

- The relevant program coordinator is responsible for informing the students;
- Selected volunteers will undergo mandatory training within three weeks of their selection.

### **Program Workload and Benefits**

The Student Communications Volunteer Program is entirely based on voluntary participation, in accordance with the functions and responsibilities described above.

A student volunteer retains the assigned status for no less than one academic year and no longer than the duration of the program. Except for specific exceptions, the student volunteer's workload generally does not exceed 6–8 hours per week.

The activities of the student volunteer are coordinated by the coordinator of the relevant undergraduate educational program. In cases of neglect or lack of commitment, the School of Technology administration reserves the right to review the student's participation in the volunteer program.

At the end of the academic year, a successful Student Communications Volunteer will be awarded a Student Communications Volunteer Certificate. The certificate will be issued by the Faculty of Business, Technology and Education of Ilia State University.