

Terms of Reference

Position: Student Volunteer: Space Audit

Scope of Work

The Student Volunteer is primarily responsible for assisting the Facilities Management Department through Asset Officer, Facilities Management Coordinators and Facilities Administrator in carrying out the space audit for all the Learning & Teaching Spaces at FNU Campuses.

A. Key responsibilities

The following responsibilities are required of the Student Volunteer (SV):

- Students must verify the following against the timetable from 8am till the last class scheduled.
 - Room Code
 - Unit Code
 - No of students
- Feed in excel template with actual vs audited.

B. Supervision

The Student Volunteer (SV) will report to the Deputy Director Operations through the Asset Officer.

C. Work Expectations

The duties to be undertaken are set out in Key Responsibilities. Other duties may be mutually agreed between the parties from time to time. It is expected that those duties will be performed according to the employer's instructions and that the Student Volunteer (SV) will devote all his/her ordinary working hours and best endeavors to performing the duties outlined.

The allocated duty hours for the Student Volunteer (SV) will be provided by the Deputy Director Operations in alignment with the Terms of Reference. Both parties, however, acknowledge that the full discharge of responsibilities may require work outside these hours at times.

D. Training

The Student Volunteer (SV) will be provided with one day of professional training at the commencement of their role.

E. Interference with Studies

The Student Volunteer (SV) undertakes and assures us that the adoption of these duties will not, in his/her reasonable view, affect his/her studies negatively.

F. Code of Ethics

The following Code of Ethics underpins the practices and conduct of all Student Volunteer (SV) at the Division of Estates and Facilities

1. I will acknowledge any lack of knowledge or skill and will seek assistance from assessor, Mentor, or the Supervisor.

2. I will manage personal concerns and outside distractions so as not to affect the quality of my Student Volunteer (SV) sessions/shifts.
3. I will maintain professional relationships based on mutual respect with all people whom I come into contact with through my role as a Student Volunteer (SV).
4. I will not engage in any activity that would create a role conflict.

G. Code of Conduct

The Student Volunteer is bounded by University's HR and UASR Code of Conduct Policy and Procedures.

H. Mode of Payment

The Student Volunteer will be provided with a stipend of **\$75.00 per week** which will be subject to the relevant FNPf deductions. This will be communicated to the Division of Finance by the Deputy Director Operations and Administrator – Estates & Facilities on a weekly basis via the **timesheets**. You will be required to submit a filled **timesheet** by the end of each week to your supervisor. The maximum working hours per week for the Student Volunteer will be 20.

I. Termination of Contract

The University will terminate the contract with immediate notice if the Student Volunteer does not perform his/her duties satisfactorily.

Agreement:

Student Volunteer: I acknowledge that I have read, understand and accept the duties assigned to this position.		
Student Volunteer Name	Signature	Date

Supervisor: I approve the above terms of reference for this position.		
Supervisor Name	Signature	Date