



# THE UNIVERSITY OF WESTERN AUSTRALIA

## Role Description: Enrolment and CAS Support

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- The Event:** Enrolment and CAS support drop in sessions held during:  
O-WEEK Monday 18- Friday 22 February 2019
- Volunteers need:** Enthusiasm, punctuality, friendly outgoing disposition and organisational skills
- Position Type:** Voluntary
- Time commitment:** Enrolment and CAS support volunteers will be notified of their roster at the training session. Please check your roster in your pack for details. Please ensure you arrive ready to start at the rostered time.
- Scope of role:** Enrolment and CAS support volunteers *are required to:*
- Attend their allocated training session
  - Read all material contained in the training pack prior to shift
  - Report to ENCM Civil Computing lab (2.07) at beginning of shift, sign in and collect Hi-Vis Vest
  - Greet new students and direct them to computers
  - Ensure student has all of the necessary documents to complete their enrolment
  - Ensure the completion of all of the steps on studentConnect to guarantee satisfactory enrolment
  - Advise students of compulsory online learning modules (ACE, ISE, CARS)
  - Provide timetable assistance to students who have completed unit enrolment in Student Connect
  - Answer any CAS preference selection queries utilising printed instruction sheets and blank timetable sheets
- Shift Information:** Individuals who attend a training session will be allocated a shift
- Recognition:** Volunteer hours will be recorded on student connect