



**VOLUNTEER POSITION
DETAILS**

Position title	MQ BUDDY
Faculty / Office	STUDENT LIFE
Reporting to	BUDDY TEAM LEADER BUDDY PROGRAM COORDINATOR
Department / Team	MACQUARIE UNIVERSITY BUDDIES
Program Criteria	1. Have completed at least 1 unit of study and one Session prior to Session 1 2027. 2. Will enrol in at least one unit for Session 1 2027 at Macquarie University and maintain satisfactory academic standing. 3. You will be required to attend a mandatory full day training session on either Monday 8 February OR Wednesday 10 February. 4. You must volunteer at least 20 hours during Session 1 2027 including at Kickstart and facilitation of Buddy events throughout the session. 5. You must abide by the Student Code of Conduct.

1. POSITION PURPOSE

The Buddy Program is a peer support network designed to help students transition smoothly into university life. It provides ongoing social connection and guidance through peer relationships and a range of on- and off-campus activities. Buddies also assist students settling into life at Macquarie University, Sydney, and Australia, and in navigating the various supports and services available.

Buddies are expected to be actively involved in the program for the full session, taking part in in-person events, and completing a minimum of 20 hours of activity per session. Attendance at compulsory events, including training days, is required.

2. HOW WILL THIS PROGRAM BENEFIT YOU?

By becoming a Buddy, you will develop transferable skills such as organisation, team collaboration, communication skills as well as cross-cultural awareness achieved by connecting with a diverse range of students. These skills will prove useful for the remainder of your time at Macquarie and throughout your career. Upon completion of the program requirements the Buddies will receive:

- Certificate of Service to recognise your contribution to the Macquarie community
- Macquarie University Microcredential
- Certificate of Appreciation
- Official co-curricular recognition on [AHEGS](#)

3. WHAT WILL YOU NEED TO DO?

- Represent the Macquarie University Buddy Program at official Macquarie University events
- Support and actively promote events designed to connect students and build the student community
- Contribute to Kickstart including through coordinating tours and promoting the Buddy Program.
- Engage with in-session events held as part of the Buddy Program including both on-campus and off-campus events
- Provide feedback about the program and other university services as required
- Exercise any other duties as appropriate for the nature of this role.

4. WHAT WILL HELP YOU SUCCEED IN THIS VOLUNTEER ROLE?

- Effective verbal and written communication
- Willingness to help others
- Ability to relate to others and show empathy
- Ability to take initiative and feel comfortable initiating conversations with strangers
- Reliable, punctual, and accountable
- Adaptable and interested in learning new skills
- Passion for contributing to student life at MQ and improving the new student starting experience
- Interest in volunteering
- Uphold confidentiality and maintain professionalism
- Student Life will provide comprehensive training and guidance to help you succeed in your volunteer role.

5. ACTIVITIES AND TIMELINES

*The table below is a guide of the proposed dates and activities. **These may be subject to change in response to business demands.***

ACTIVITY	DESCRIPTION	PROPOSED DATES
APPLICATION DATES	Online application dates.	Open: 28 September 2026 Close: 18 October 2026
INTERVIEW WEEK	Group Interview – Information will be sent if progressing to the next step in our recruitment process.	2- 6 November 2026
TRAINING DATES	Buddies must attend full day in-person training to learn about their role.	8 February OR 10 February 2027
KICKSTART	Contribute to Kickstart including through coordinating tours and promoting the Buddy Program.	15- 23 February 2027
DURING SESSION	Engage with in-session events held as part of the Buddy Program including both on-campus and off-campus events	Weeks 1 - 13