

**Position Title:** AAEE HDR Symposium Convenor (2026-2027)

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## Outline

The AAEE HDR Symposium Convenor is primarily responsible for the operation and delivery of activities related to the AAEE HDR Symposium. This is a co-opted position into the AAEE executive committee without voting rights. They work closely with the Education coordinator/s and the Research School convenor to ensure that the HDR symposium can access holistic development opportunities. The convenor will work closely with other AAEE and EA members to ensure a calendar year of development opportunities.

Full details available from the [position description](#)

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## Responsibilities

- provide leadership for the planning and delivery of the HDR Symposium
  - work with the AAEE Executive and conference organising committee to align the Symposium with conference timelines, logistics and communications
  - review and refine the Symposium format each year, including working closely with the previous Convenor to ensure continuity and improvement
  - develop the annual call for participation/expression of interest and any related guidance for applicants
  - coordinate the review and selection process for HDR participants, where applicable
  - design a supportive, inclusive and development-focused program for HDR candidates
  - oversee scheduling of sessions, participant groupings, and matching of candidates with mentors or feedback providers
  - work with AAEE communications channels to advertise the opportunity and promote participation
  - support smooth delivery of the event, including chairing or delegating session facilitation as needed
  - lead post-event evaluation and prepare a short handover/report with recommendations for the following year
  - attend the AAEE conference to facilitate the symposium
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## Selection Criteria

The ideal appointee will demonstrate:

- knowledge of engineering education research and/or the HDR environment in Australasia
- strong organisational and project coordination skills
- ability to communicate effectively with HDR candidates, academics and committee members
- capacity to lead a collaborative process and manage timelines
- commitment to inclusion, collegiality and developmental support for emerging researchers
- ability to work constructively with volunteers and stakeholders across institutions
- prior involvement in AAEE activities, conferences, symposiums or networks. Having strong links to the Australasian Engineering Education Research community would be looked upon favourably.
- experience supervising, mentoring or supporting undergraduate or HDR candidates
- experience convening academic events, workshops or scholarly development activities

To express interest in a facilitation role, please submit to **Gavin Buskes** ([g.buskes@unimelb.edu.au](mailto:g.buskes@unimelb.edu.au)) & **Zachery Quince** ([zach.quince@scu.edu.au](mailto:zach.quince@scu.edu.au)) via **email** with a statement (two page maximum) addressing the selection criteria by **29<sup>th</sup> of May, 2026**