Position Description

Information for intending Student Ambassadors

Position: Student Ambassador – Division of Health Sciences

Reports to: Marketing team – Division of Health Sciences

Duration: One year volunteer position, with the possibility to continue.

Campus: City East campus

Please note: Student Ambassadors are required to undertake duties at other locations

Further Information: Senior Events and Student Recruitment Officer: Jessica Sanderson
Telephone: 8302 1331
Email: jessica.sanderson@unisa.edu.au

Closing Date: 5:00PM Monday 21 March 2016

Application Details: Please visit unisa.edu.au/health/studentambassadors to complete the online application form
University of South Australia

Position Description

Student Ambassador
Division of Health Sciences

Purpose of a Student Ambassador

This position assists in the promotion of the Division of Health Sciences and UniSA, the benefits of tertiary study and helping prospective students through the sharing of their experiences. Student Ambassadors assist by representing the ‘student experience’ in a variety of forums and bring their unique stories to those trying to make a decision about university study.

Student Ambassadors assist the Division at various events in answering queries and providing an opportunity for prospective students to have direct contact with successful university role models. They contribute to a variety of other prospective student activities within the Division of Health Sciences such as open days, experience days, career evenings and expos as well as contributing to activities that aim to engage with current students, such as O-Week.

The Student Ambassador’s role

Core Responsibilities
Student Ambassadors participate in various activities and as such, their responsibilities may vary. Below are some responsibilities required of a Student Ambassador:

- Create greater awareness of the University’s services, programs and attributes amongst prospective students by speaking about their university experiences
- Represent the University at student recruitment events and activities, including presenting to, and talking with, prospective students, parents and teachers.
- Represent the University on their website and in publications with a photograph and testimonial or video of their experiences.
- Engage and interact with the University and City East social media pages and if and when required act as a guest poster / tweeter
- Assist when required with student experience on campus events and activities as well as outreach experience days for prospective students
- Act in an appropriate manner and keep contact with students to a strictly professional manner.

University Requirements
- Comply with any direction aimed at protecting the occupational health, safety and welfare of University staff
- Take responsibility for their own safety as well as that of other staff, students and visitors to the University

Special Requirements
- Attend a training workshop at the beginning of their role and attend professional development activities where possible throughout the year
- Undergo a police check or present a copy of a current National Police Certificate

Student Ambassadors may be required to undertake after hours work and travel to event locations outside the University.
Reporting Relationships

Student Ambassadors should report all their queries and concerns to the Senior Events and Student Recruitment Officer – Division of Health Sciences.

Selection Criteria

Successful applicants should demonstrate the following attributes and personal qualities:

- High communication skills
- The ability to relate to diverse groups of people from various socioeconomic and cultural groups
- To maintain an open mind and provide appropriate and unbiased advice
- Punctuality
- Desire to learn
- Enthusiasm
- Leadership
- Responsibility
- Dependability
- Maturity
- Initiative
- Dedication
- Friendly and approachable