

Academic Engagement  
Faculty of Science

## Science Student Ambassador

<b>CLASSIFICATION</b>	Volunteer
<b>SALARY</b>	N/A
<b>SUPERANNUATION</b>	N/A
<b>EMPLOYMENT TYPE</b>	Volunteer
<b>CURRENT OCCUPANT</b>	New position
<b>HOW TO APPLY</b>	Please send your CV and a 1-page document outlining your response to the Key Selection Criteria to the contact person below.
<b>DUE DATE FOR APPLICATIONS</b>	Friday 27 <sup>th</sup> October 2017
<b>CONTACT</b>	Jennifer De Gabriele Tel +61 3 8344 7949 Email <a href="mailto:j.degabriele@unimelb.edu.au">j.degabriele@unimelb.edu.au</a>

## ***Position Summary***

The Faculty of Science Student Ambassador Program has been designed to assist the Faculty in promoting its programs via a group of dedicated current students. As a Science Student Ambassador you will participate in the Program on a voluntary basis which will give you a range of opportunities to develop your professional skills and confidence. To become an Ambassador you will have to be passionate about your course, science and technology in general and interested in gaining broader experiences by supporting Faculty events, marketing, and recruitment and communications activities. You will be asked to participate in student enrichment activities, recruitment events, conversion activities and social media forums. You may speak with prospective students about what to expect during their study and give them a first-hand perspective of what it is like to study in the Faculty of Science. There are a range of activities that you may be asked to get involved in such as:

- Faculty specific recruitment events (e.g. Science information sessions)
- University wide recruitment events (e.g. Open Day)
- Personal Profiles for publication in various media such as the Faculty website, online newsletters and print publications.
- Conversion activities (e.g. Talking to prospective students who have received offers)
- Activities for current students

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ Completion of a minimum of one year (for Undergraduate students) or one semester (for Graduate students) of study in the Faculty of Science (with a minimum H3 average) and an understanding of the organisation and structure of award courses (such as assessments, subjects, and course structure).
- ▶ Interest in, engagement with and understanding of co-curricular services and programs provided by the Faculty of Science and the University of Melbourne.
- ▶ High level oral and written communication skills.
- ▶ The ability to act in a professional manner, including regulation of own behaviour and the appropriate execution of duties.
- ▶ Demonstrated initiative and enthusiasm, including the tendency to contribute ideas and initiate change.
- ▶ A passion for, and thorough understanding of your course, specialisation and science and technology more broadly.
- ▶ The ability to work as part of a team and also autonomously, including the capacity to use problem solving skills.
- ▶ Familiarity with a variety of social media platforms, including Facebook, Instagram, Twitter and blogs.

## ***2. Special Requirements***

- ▶ Ambassadors are required to contribute approximately 24 hours of service across the 12 month period, though your participation is flexible and based around your academic and other commitments.

- ▶ Some evening or weekend work may be required.

### **3. Key Responsibilities**

- ▶ Represent the Faculty in a positive, measured and enthusiastic way at events.
- ▶ Address students at events and activities such as Orientation.
- ▶ Assist in the provision of advice to prospective students at recruitment events and via on-line communications with respect to their own student experience.
- ▶ Assist Marketing and Admissions staff with conversion activities and strategies.
- ▶ Provide profile or promotion information for Faculty or University publications, websites, communications or events.
- ▶ Contribute to discussions and plans for extra-curricular or support based activities for current students.
- ▶ Meet with prospective students in either structured or informal settings to provide advice, information, campus tours etc.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

### **4. Benefits of the Graduate Ambassador Scheme for participants**

- ▶ Gain professional experience in an office environment
- ▶ Development of leadership and teamwork skills
- ▶ Enhancement of oral and written communication skills
- ▶ Interaction with prospective and new students from a range of cultural backgrounds
- ▶ Observe, interact with and learn from marketing, communications and events professionals

As an Ambassador you will also receive training in leadership and public speaking to enable you to fulfil your responsibilities.

Engagement in this program and successful completion of a 12 month cycle as a Science Student Ambassador will contribute to the development and enhancement of the Graduate Attributes to be gained from individual subjects and degrees.

### **5. Other Information**

#### **5.1 ORGANISATION UNIT**

The Academic Engagement team is responsible for the management of the Faculty's student enrichment, marketing and recruitment activities including the development of marketing strategies, active recruitment and relationship development for the Faculty of Science.

<https://science.unimelb.edu.au/>

## 5.2 BUDGET DIVISION

The Faculty of Science was established in 1887, although the first record of graduates in Science at the University dates back to 1863. It is one of the University's largest faculties with some 7,000 undergraduate and postgraduate students, and has an annual budget in the order of \$120m.

The Faculty of Science has a deserved reputation for the delivery of high quality teaching and research programs across a breadth of disciplines. The subjects and courses offered are integral to the quality of a significant number of the educational programs in other faculties. The Faculty has a long-standing and distinguished record of providing postgraduate education at the Masters and Doctoral levels and it has established strong international research and research education linkages within the USA, Europe and throughout the Asian region.

The Faculty is made up of seven schools: Biosciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics & Statistics and Physics. The Faculty also is responsible for the Bio21 Molecular Science & Biotechnology Research Institute and the Office for Environmental Programs. The Faculty, through its Schools and Research Centres, is active in professional development, continuing education nationally and internationally, and in links to schools and the community.

Information on the Faculty of Science can be found at <http://science.unimelb.edu.au/about-us>

## 5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked by the THES among the world's top 50 universities.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at [www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers).

## 5.4 GROWING ESTEEM AND THE MELBOURNE MODEL

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. [www.growingesteem.unimelb.edu.au](http://www.growingesteem.unimelb.edu.au)

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Model. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and

reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

## 5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

## 5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at [www.unimelb.edu.au](http://www.unimelb.edu.au)

# ***6. Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

### **6.1 EMPLOYEES MUST**

- ▶ cooperate with the University in relation to activities taken by the University to comply with OHS and EHS legislation.
- ▶ comply with the OHS and EHS manuals
- ▶ adopt work practices that support OHS and EHS programs
- ▶ take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- ▶ seek guidance for all new or modified work procedures
- ▶ ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- ▶ participate in meetings, training and other environment, health and safety activities
- ▶ not wilfully place at risk the health or safety of any person in the work place
- ▶ not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

### **6.2 SUPERVISORS ARE RESPONSIBLE FOR:**

- ▶ developing new work procedures, as required, in conjunction with relevant persons
- ▶ providing all staff with relevant OHS and EHS information in an appropriate manner
- ▶ providing personal protective equipment and clothing if hazards cannot be fully eliminated
- ▶ providing adequate supervision through technical guidance and support
- ▶ identifying and controlling hazardous conditions
- ▶ providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ▶ ensuring that all accidents and incidents are reported