



THE UNIVERSITY
of ADELAIDE

University Volunteer Program

Science Ambassador (Marketing & Student Recruitment) Position Description

Last updated: 11/09/2017

Position Title: Faculty of Sciences Student Ambassador

University Area: Faculty of Sciences

Description and purpose of the job:

The Faculty of Sciences has established a volunteer student ambassador program as part of its student recruitment marketing activities. This program provides selected current Science students with the opportunity to:

- Share their experience and advice with future students to promote and raise aspirations for studying Science at the University of Adelaide
- Provide an opportunity for secondary school and other future students to have direct contact with successful role models
- Work with young people to encourage, motivate and inspire them to commence, continue and complete their studies successfully
- Provide future students, parents, and high school communities with an insight into university life, student services, support and study based on their own experiences; plus information on the range of Science programs
- Assist the Faculty of Sciences in managing the increasing demand for representation in a variety of forums such as presentations, tours, activities and events
- Provide a valuable marketing/communications related development opportunity for current students

Responsibilities:

- Provide assistance to the Faculty of Sciences Marketing & Student Recruitment Team to promote the range of programs available
- Create greater awareness of the Faculty of Sciences' services, programs and unique attributes amongst secondary school students by speaking about your university experiences
- Participate in presentations at high schools/career events to students, parents and teachers
- Represent the Faculty of Sciences at major domestic student recruitment events and activities (such as Open Day and Science Alive)
- Represent the Faculty of Sciences in promotional material (e.g. testimonial and photograph on the Faculty website)

Specific duties to be undertaken:

- Presentations on your university experience and advice for future students
- Provide information to future students at faculty/school specific information events, plus large scale university-wide events such as Open Day and Science Alive
- Attend high school career evenings and expos
- Assist at university application preference advice events
- Lead campus tours
- Out-calling to prospective students

Qualifications – skills, expertise, experience, knowledge:

- Well-developed communication skills
- Ability to relate to diverse groups of people from various socioeconomic and cultural groups

Training provided:

- Students will be required to attend training sessions (e.g. running workshops and delivering presentations), professional development opportunities and meetings scheduled by the Faculty of Sciences.

Personal attributes required:

Successful applicants should demonstrate the following attributes and personal qualities:

- Friendly and approachable
- Initiative
- Open mind and ability to provide appropriate, unbiased advice
- Punctuality
- Enthusiasm
- Leadership
- Tolerant, respectful of different opinions, and sensitive of different cultures
- Trustworthy
- Respect confidential conversations

Time frame and/or attendance requirements:

It is expected that the Faculty of Science Student Ambassadors:

- Will commit to the program for the entire year. This equates to approximately 5 events over the duration of their role in a calendar year
- Arrive at the required venue at least 15 minutes early
- Make sure they have the details of where the activity is being held and who is in charge
- Provide follow-up as required (e.g. if a question can't be answered on the spot)
- Turn mobile phones off at events and meetings
- Wear appropriate dress, neat and casual or corporate attire and name tags where required

Location of work:

- On campus (North Terrace, Waite & Roseworthy)
- Off campus (high schools, convention/conference venues – e.g. Wayville showgrounds, Convention Centre)

Travel involved:

There may be some travel involved. Where there is, the student volunteer will be offered transport to and from venue or cab charges to compensate.

Supervision (to whom do volunteers report):

Student Ambassadors should report all their queries and concerns to the Marketing & Student Recruitment Team via sci_experience@adelaide.edu.au

Special requirements – police check, health check, drivers' licence:

Depending on the specific role of the ambassador at events, there may be additional special requirements such as the above mentioned.

Benefits to the volunteer:

As part of the program, Student Ambassadors will be provided with:

- University clothing and merchandise as is available and appropriate to the role
- The opportunity to participate in Sciences marketing meetings as relevant
- Opportunities to develop key employability skills in presenting to various audiences and communicating your experience through Science related marketing and recruitment activities
- A certificate of recognition from the Executive Dean of Sciences

Last updated: 11/09/2017