



THE UNIVERSITY
of ADELAIDE

University Volunteer Program

Science Ambassador (Mentoring & Student Engagement) Position Description

Position Title: Sciences Ambassador (Mentoring & Student Engagement)

University Area: Faculty of Sciences

Description and purpose of the job:

The Faculty of Sciences has established a student volunteering program to encourage student involvement within the Faculty of Sciences. Part of this program provides selected current Science students with the opportunity to volunteer in Faculty run mentoring and engagement initiatives, including:

- Peer Mentoring Program
- ScienceNetwork: Career Development and Networking Opportunities

By participating in this program volunteers will:

- Share their experience and advice with new and current students to promote and raise awareness about the opportunities available for students studying Science at the University of Adelaide
- Work with current students to encourage, motivate and inspire them to continue and successfully complete their studies
- Provide new students with an insight into university life, student services, support and study based on their own experiences
- Assist the Faculty of Sciences in providing networking and career readiness activities to current students

Responsibilities:

- Provide assistance to the Learning and Teaching Team to deliver transition and engagement programs and activities
- Foster a sense of community within the Faculty of Sciences
- Create greater awareness of faculty specific and university wide services available to science students

Specific duties to be undertaken:

Specific duties will be dependent on the volunteering position you are involved in may include:

- Peer Mentoring Program
 - Organising small group mentoring sessions
 - Sending emails to new students
 - Contributing to the Faculty's social media
 - Providing relevant information to new students to assist them transition into university life
 - Assist with Faculty run orientation activities
- ScienceNetwork
 - Organising Science/STEM specific networking events
 - Liaising with different stakeholders including:
 - Faculty of Sciences' School staff and students
 - University wide Services
 - Science/STEM Clubs
 - Contributing to the Faculty's social media
 - Promoting events to current staff and students

Eligibility to be a Peer Mentor:

- All volunteers must be enrolled in a Faculty of Sciences Program (students enrolled in a double degree e.g. B.Science / Teaching are eligible to apply), and have completed at least 1 Semester of study
- Minimum GPA of at least 4.8 to be a Peer Mentor
- Well-developed communication and teamwork skills
- Ability to relate to diverse groups of people from various socioeconomic and cultural backgrounds

Eligibility to be involved in ScienceNetwork:

- All volunteers must be enrolled in a Faculty of Sciences Program (students enrolled in a double degree e.g. B.Science / Teaching are eligible to apply)
- Well-developed communication and teamwork skills
- Ability to relate to diverse groups of people from various socioeconomic and cultural backgrounds

Training provided:

- Students will be required to attend training sessions 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
- Punctuality
- Enthusiasm
- Leadership
- Teamwork
- Tolerant, respectful of different opinions, and sensitive of different cultures
- Trustworthy
- Respect confidential conversations

Time frame and/or attendance requirements:

- It is expected that Science Ambassadors (Mentoring & Student Engagement) will:
 - Commit to the program for 1 Semester at a minimum
 - Wear appropriate dress, neat and casual or corporate attire and name tags where required
 - Arrive at the required venue on time
 - Make sure they understand their responsibilities and are come prepared to events/activities
 - Provide follow-up as required (e.g. submit attendance sheets)

Location of work:

- On campus (mainly North Terrace but could include Waite & Roseworthy)

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):

Science Ambassadors (Mentoring & Student Engagement) should report all their queries and concerns to the Learning and Teaching Support Officer, Faculty of Sciences.

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

N/A

Benefits to the volunteer:

As part of the program, Science Ambassadors (Mentoring & Student Engagement) will be provided with:

- Opportunities to develop variety of transferable professional and personal skills that will increase your employability and enhance your resume
- Opportunity to develop career readiness skills in a variety of areas including leadership, communication, administration, social media, customer service, research and critical thinking
- Opportunity to develop and expand your networks with fellow students and academics
- A certificate of recognition from the Executive Dean of Sciences

How to apply?

Should the volunteer position of Science Ambassadors (Mentoring & Student Engagement) interest you please complete the [online application form](#).

For further information please contact:

Name: Amy Hardwick

Position: Learning and Teaching Support Officer, Faculty of Sciences

Telephone: 8313 4006

Email: amy.hardwick@adelaide.edu.au

Please note there will be a short interview required to be undertaken for this position.