



THE UNIVERSITY  
of ADELAIDE

# University Volunteer Program

## Science Ambassador (Marketing & Student Recruitment) Position Description

*Last updated: 2/08/2017*

**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)

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**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)

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**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 Donna Montes (Marketing Officer – Events and Engagement, Faculty of Sciences).

**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

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