



# FACULTY OF SCIENCES

# VOLUNTEER PROGRAM

## Marketing and Student Recruitment Student Ambassador

### Position Description

**Position Title:** Faculty of Sciences Marketing and Student Recruitment Ambassador

**University Area:** Faculty of Sciences

#### Description and purpose of the job:

The Faculty of Sciences' Marketing and Student Recruitment Team has established a volunteer student ambassador program as part of its recruitment 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

**Timeframe and/or attendance requirements:**

It is expected that the Student Engagement Ambassador will:

- Commit to the program for 2 Semesters at a minimum
- Wear appropriate dress, neat and casual or corporate attire and name tags where required
- Arrive at the required venue on time
- Have a clear understanding of their responsibilities and come prepared for events/activities
- Provide a follow-up as required (e.g. submit attendance sheets)

**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 extended 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 [outreach.sciences@adelaide.edu.au](mailto:outreach.sciences@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

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

*Last updated 18/03/20*