

Melbourne Graduate School of Education Student Ambassador Program

Position Summary

The Melbourne Graduate School of Education (MGSE) Student Ambassador Program is designed to assist the school in promoting its programs via a group of dedicated current students. As a 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 a Student Ambassador, you will have to be passionate about your course and interested in gaining broader experiences by supporting MGSE's events, marketing, 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 at the MGSE.

Key benefits of participating in this program includes:

- ▶ Receive personal and professional development
- ▶ Develop your leadership and teamwork skills
- ▶ Enhance your written and oral communication skills
- ▶ Interact with prospective students from a range of backgrounds
- ▶ Learn from marketing communications and events professionals
- ▶ Enjoy networking opportunities with fellow students and staff
- ▶ Your participation in this program can contribute towards community or volunteer-based scholarships and awards

1. Key Responsibilities

- ▶ Represent your course at MGSE specific recruitment events and activities such as course information booths and presentations and student panels
- ▶ Represent MGSE and The University of Melbourne (UoM) at university wide recruitment events (e.g., Open Day etc.)
- ▶ Provide personal profiles (including photographs) for publication in various media such as the MGSE website, online newsletters, social media and print publications
- ▶ Assist Marketing and Admissions staff with conversion activities and strategies (speaking with students who have offers)
- ▶ Assist in the provision of advice to prospective students at recruitment events and via on-line communications (i.e., social media or webinars etc.) with respect to their own student experience.
- ▶ Meet with prospective students in either structured or informal settings to provide advice, information, campus tours etc.

2. Selection Criteria

2.1 ESSENTIAL CRITERIA

For Teaching Ambassadors

- ▶ A minimum of one semester of study in a MGSE graduate course with a minimum 65% average or
- ▶ An undergraduate degree at UoM with a minimum 65% average (plus below)

All students:

- ▶ Current enrolment in a MGSE graduate course, 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 UoM (i.e., student exchange, student clubs, academics skills, peer mentoring etc).
- ▶ High level oral and written communication skills including confidence speaking in front of large audiences.
- ▶ The ability to act in a professional manner, including regulation of own behaviour and the appropriate execution of duties.
- ▶ The ability to work as part of a team and autonomously, including the capacity to use problem solving skills.

2.2 DESIRABLE

- ▶ Familiarity with a variety of social media platforms, including Instagram, Facebook and Twitter.

3. Time Commitment

- ▶ Ambassadors are required to contribute a minimum of 12 hours of voluntary service or 4 events across the 12-month period (alternative arrangements can be made for part time students).
- ▶ Compulsory events for Ambassadors include:
 - Attending an Ambassador Induction Day,
 - Attending an Open Day briefing and
 - Representing your course at Open Day 21 August 2022 (TBA)
- ▶ Some evening or weekend work may be required.

4. How to apply

1. Complete the online application survey, and email your CV to bele-ambassadors@unimelb.edu.au before **8 April 2022** to be considered.
Please note: This is a competitive program, so it is recommended to treat this application the same as a job application
2. Be available for interviews in April if you are shortlisted
3. Be available to start the role and attend an induction in late April-early May

If you have any questions about this program, [please contact bele-ambassadors@unimelb.edu.au](mailto:bele-ambassadors@unimelb.edu.au)

5. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment.

6. Occupational Health and Safety (OHS)

All staff and volunteers are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. Successful applicants will be provided a general OHS induction at the Ambassador Briefing.

7. Other information

7.1 ORGANISATION UNIT: MELBOURNE GRADUATE SCHOOL OF EDUCATION

MGSE is Australia's number 1 and among the world's finest for Education (QS World Rankings by Subject). MGSE is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Our flagship Master of Teaching is based on an evidence-based approach to teaching, and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines. For more information about us, visit: <https://education.unimelb.edu.au/about>

7.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, UoM is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.