UNSW Engineering
Student Ambassador
Position Description

Job Purpose
The primary role of the Engineering Student Ambassador is to assist the Faculty with an array of tasks including but not limited to; delivering outreach activities, administrative tasks, assisting with event logistics and the marketing and communications UNSW Engineering.

This involves providing accurate information on engineering programs offered at UNSW, admission requirements, application and selection procedures, student support services, social media and content creation and university life in general to prospective students.

Student ambassadors are often the first contact that prospective students have with UNSW at university promotional events, when visiting high schools, and are therefore seen as the public face of UNSW Engineering.

Main Duties
UNSW Promotional Events
Engineering student ambassadors participate in promotional events such as UNSW Engineering High School Information Days, UNSW Open Day in September and UNSW Information Day. Student Ambassadors give presentations, run workshops and undertake a general public relations role in promoting UNSW Engineering.

Administrative, Events, and Customer Service Duties
Engineering student ambassadors may be asked to provide general administrative and customer service support to the various Schools of Engineering, Education Team and the Engineering Student Centre, Research team and other staff in the Deans Unit.

Environment
The work environment will be both on-campus and off-campus. There will be events held throughout the university (e.g. classrooms, lecture theatres, grounds, etc). The off-campus venue might be a school, educational institute, public building or another university.

Principal Accountabilities
All Engineering Student Ambassadors report to the Engineering Student Ambassador Program manager in the Faculty of Engineering. On some occasions, Student Ambassadors may be required to report to other Faculty of Engineering staff members.
Selection Criteria

Essential

- Current UNSW Engineering undergraduate/postgraduate student
- Outgoing, positive personality with enthusiasm for university life and study at UNSW
- Passion for the promotion of engineering
- Excellent communication and presentation skills: appropriate language, interpersonal and group communication skills, with an ability to give clear instructions
- Awareness of the UNSW structure including academic, extra-curricular activities and student opportunities
- Good organisational and time management skills
- Ability to show initiative and to work with minimal supervision
- Commit to the program for the minimum of a year (12 months)

Desirable

- Flexible academic timetable
- Public Speaking or presenting experience
- Strong knowledge basis in your field of study
- A valid NSW driver’s licence
- A valid NSW Working with Children Check – is required if selected as a Student Ambassador

Training

Relevant training will be given in the following areas:

- Basic communication skills
- OHS awareness
- Faculty of Engineering framework
- Broad understanding and knowledge of UNSW including academic, extra-curricular activities and support structure

Benefits

- Development of a range of skills including communication, interpersonal and presentation
- Resume entry for future job opportunities

Commitment

The Engineering Student Ambassador is appointed for a period of one year. This position is on an as-needs basis, based on UNSW Engineering’s workload, and is not intended to be a replacement for any regular casual work. If a student has not completed a shift in any three-month period their employment as a Student Ambassador will be terminated unless approved by the Engineering Student Ambassador Program Manager (for example, if a student goes on an international exchange).
UNSW Engineering does not guarantee a minimum number of working hours per year but, an Engineering Student Ambassador’s workload would comprise the following:

- UNSW Open Day in September - Mandatory
- UNSW Information Day
- Women in Engineering events
- International recruitment events
- Postgraduate events
- High School Information Days (May and October)
- Other promotional events and tours on campus
- Administrative duties as needed
- Engineering O-WEEK Welcome
- Photo & video shoots for UNSW Engineering

Application Process

- A one-page CV
- Fill in this form

You must provide the following information in your email with “UNSW Student Ambassador Application” in the subject line:

- Name and student number
- Contact details
- Degree program and major
- Expected completion date (e.g. Nov 2020/ Jun 2021)
- Availabilities

Type of Work
Part-time/ Casual Employment

Remuneration
Level 1 step 1 General Staff (Casual) approx. $33.88/hour

Residency Requirements
All candidates considered, including international students