Faculty Unit: UNSW Arts & Social Sciences, Deans Unit
Supervisor: Student Recruitment Manager, External Relations, UNSW Arts & Social Sciences

OVERVIEW

The Student Ambassadors assist with the marketing and promotional activities of UNSW Arts & Social Sciences through providing future students with engaging information about our degrees, student experience and exciting opportunities offered.

A broad knowledge of UNSW, admission requirements, student support services and university life is required. They are often the first contact that prospective students have with UNSW at careers markets, when visiting metropolitan high schools and visiting campus. The Student Ambassadors may participate in the major promotional events held by the Future Student Office (FSO), such as Open Day (September) as well as Faculty events throughout the year.

Student Ambassadors will generally work directly the UNSW Arts & Social Sciences External Relations team, but will occasionally be offered work with other staff across the Faculty.

This role is recognised on the UNSW Australian Higher Education Graduation Statement (AHEGS).

RESPONSIBILITIES

The main duties of student ambassadors are described below:

Careers Markets and High School Visits
Student Ambassadors attend metropolitan information events and careers markets with staff from FSO to provide prospective students with program information and student perspectives of university life.

Events
Student Ambassadors will also participate in Open Day (Sept), Info Day (Jan) and O Week, as well as assisting with the set-up and registration of other Faculty events as required.

Network Schools Program
Student Ambassadors will participate in on campus school engagement activities which are part of the Network Schools Program including the A Day @ UNSW program.

Office administration and mail-outs
Student Ambassadors may be asked to assist with other tasks related to Faculty marketing throughout the year.
**SALARY AND HOURS**

- This is a casual position with an hourly rate of $29.77
- The hours of work will vary throughout the year and should not be viewed as a substitute for a regular weekly part-time job

**SELECTION CRITERIA**

- Current UNSW Faculty of Arts and Social Sciences undergraduate student, with a minimum of one year’s study completed and good academic standing (WAM over 65)
- Outgoing nature and enthusiasm for university life and their study with UNSW Arts & Social Sciences
- Excellent communication and presentation skills - public speaking experience is an advantage
- Good organisational and time management skills
- Excellent customer service skills - previous work experience in customer service area is an advantage
- Ability to show initiative and to work with minimal supervision and the ability to apply common sense in unforeseen situations
- Willingness to work outside normal business hours and occasionally lift heavy material
- Broad understanding and knowledge of UNSW including academic, extra-curricular activities and support structures for students
- Proven ability to work and study concurrently
- Ability to relate well to high school students
- Adhere to all UNSW OH&S policies.
- Current driver’s licence (full or green provisional)