External Relations Unit and Academic Support Office  
Faculty of Arts

Faculty of Arts Graduate Ambassador  
INTERNAL APPLICATIONS ONLY

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**CLASSIFICATION**  
Leadership Role

**EMPLOYMENT TYPE**  
Volunteer Program

**OTHER BENEFITS**  
Professional Development

**DURATION**  
One Year

**SELECTION AND DUE DATE FOR APPLICATIONS**  
Applicants are selected based on their responses to selection criteria (maximum 150 words per selection criteria), their CV and an interview process. Applications are submitted online. The deadline for applications is Sunday, 19 June. Shortlisted applicants will be contacted for an interview.

Interviews will take place in the week Monday 27 June

Apply online here: [http://go.unimelb.edu.au/m3da](http://go.unimelb.edu.au/m3da)

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**CONTACT FOR ENQUIRIES ONLY**

FOR QUERIES ABOUT THE CURRENT STUDENT AMBASSADOR
POSITION EMAIL: arts-studentprograms@unimelb.edu.au

FOR QUERIES ABOUT THE EXTERNAL RELATIONS AMBASSADOR
POSITION EMAIL: elizabeth.cassidy@unimelb.edu.au OR CALL 8344 4675

*PLEASE DO NOT SEND YOUR APPLICATION TO THESE CONTACTS*
1. **Position Summary**

The Faculty of Arts Graduate Ambassador Program is open to Masters by Coursework students who are interested in sharing their experiences and providing leadership to prospective and current students and representing the Faculty of Arts.

The program is designed to assist the Faculty of Arts in promoting its programs and in building strong student and alumni communities. The Ambassadors will be a group of dedicated current students, with a passion for their program. Current graduate coursework students may apply to participate in one of two Graduate Ambassador Streams, described below.

1.1 **POSITION SUMMARY – EXTERNAL RELATIONS AMBASSADORS**

External Relations Ambassadors will participate in and contribute to marketing, recruitment, alumni and partnerships activities and events. The ambassadors will work closely with the Communications team on social media, blogging and multimedia projects. The ambassadors will also work with the recruitment team to share their experiences of Graduate Study with prospective students. There are a range of activities ER Ambassadors will be involved in including:

- Marketing and Recruitment activities and events;
- Partnerships and alumni activities and events;
- Marketing and Communication activities including social media and multimedia projects;
- Writing and blogging;
- Photo shoots;
- Representing the Faculty of Arts at functions;
- Developing an event focused on connecting current students with the alumni community.

1.2 **POSITION SUMMARY – CURRENT STUDENTS AMBASSADORS**

Current Student Ambassadors assist with the facilitation of greater community connections across the graduate space. They help with developing and delivering mentoring, wellness, and enrichment opportunities for other graduate coursework students in the Faculty of Arts. CS Ambassadors bring graduate students together across multiple programs to foster interdisciplinarity, enhance learning, and add to the cohort experience. The range of activities in which CS Ambassadors may participate includes:

- Planning and delivery of the Graduate Coursework Colloquium;
- Involvement in Graduate Community Mentoring;
- Planning and delivery of the Internships Q&A;
- Creative contribution to a range of Current Student Communications;
- Liaising with Faculty staff to develop and enhance the existing program of enrichment activities for current students.
2. **Selection Criteria**

2.1 **ESSENTIAL – FOR BOTH STREAMS**

- Current enrolment as a Masters by Coursework student, a minimum H3 average (or indicative minimum if applying during the first semester of study) and an understanding of the organisation and structure of graduate study at the Faculty (such as assessments, subjects and course structure);
- The ability and wish to act as a mentor/advisor for prospective and current students;
- High level oral and written communication skills;
- The ability to act in a professional manner, including regulation of own behaviour, reliable attendance at agreed activities, and the appropriate execution of duties;
- Demonstrated initiative and enthusiasm, including the willingness to contribute to the Faculty of Arts community through the promotion of its programs;
- A passion for, and thorough understanding of, your degree specialisation;
- The ability to work autonomously and as part of a team, including the capacity to use problem solving skills.

2.2 **ESSENTIAL – FOR EXTERNAL RELATIONS AMBASSADORS**

- Familiarity with a variety of social media platforms, including Facebook, Twitter, Instagram, Workpress and Linkedin;
- An interest in blogging and writing.

2.3 **ESSENTIAL – FOR CURRENT STUDENTS AMBASSADORS**

- Strong teamwork ethic and commitment to working collaboratively with other Ambassadors to plan and deliver initiatives and events;
- A passion for creatively improving student enrichment and engagement at the graduate level.

3. **Special Requirements**

- Ambassadors will be expected to be available for occasional after hours events.

4. **Key Responsibilities**

4.1 **EXTERNAL RELATIONS AMBASSADORS – KEY RESPONSIBILITIES**

ER Ambassadors are required to devote a minimum of two hours per week, per semester, across a period of one academic year to program activities. These activities will contribute to marketing and communication strategy and activities and may include:

- Social media activity highlighting life as a Graduate Student;
- Represent the Faculty at marketing, recruitment, alumni and partnerships events and comply with the Faculty’s expectations for personal presentation, punctuality, and
knowledge of the Graduate Schools, their programs, and the broader University. These events include Open Day and the launch of Arts West;

- Participation in and contribution to focus groups, photo and video shoots as required;
- Blogging and writing;
- Development of new initiatives in social media and marketing;
- Attendance at monthly Graduate Ambassador team meetings.

### 4.2 CURRENT STUDENTS AMBASSADORS – KEY RESPONSIBILITIES

CS Ambassadors are required to devote an average of one hour per week, per semester, across a period of one academic year to current student activities. These activities will contribute to the current graduate student experience and may include:

- Creatively contributing to current student communications;
- Liaising with and providing feedback to Faculty staff regarding the development of graduate student enrichment activities and new initiatives;
- Attendance at mentoring, event management, and other training opportunities as required;
- Facilitation of graduate community mentoring sessions, and completion of associated reporting;
- Contributing to the planning and facilitation of current graduate student enrichment events such as the Coursework Colloquium and the Internships Q&A;
- Acting as a Graduate School representative at current student events and complying with the Faculty’s expectations for personal presentation, punctuality, and knowledge of the Graduate Schools, their programs, and the broader University;
- Acting as a student leader in order to inspire and help other students and contribute to the fostering of a strong community.

### 5. Benefits for Ambassadors

Through the Faculty of Arts Graduate Ambassador Program, Ambassadors will be supported with professional development opportunities to enhance interpersonal, leadership, networking, and communications skills in a professional environment. Though the program is divided into two streams, opportunities for overlap will occur and many professional development opportunities will be shared across the whole group.

Ambassadors will:

- Receive professional development training in leadership, public speaking, and/or other professional skills;
- Meet new people, build networks and positively contribute to the Faculty of Arts community;
- Gain exposure to and learn from marketing, communications, student advising and events professionals;
- Gain practical, hands-on experience in marketing, public speaking and professional communication – skills highly relevant to most professional roles.

In recognition of full participation in the Ambassador Program, the Faculty of Arts will provide participants with a certificate of recognition for their contribution to the program.
6. Reporting

Ambassadors are required to:

- Confirm their attendance at training, meetings and volunteering commitments;
- Inform the relevant managing officer (External Relations or Current Students) if they are unable to attend an event or fulfil a commitment;
- Maintain and submit a record of their program hours, duties and activities;
- Submit a Feedback Form at the completion of the program;
- Complete additional reporting on specific activities as required.

7. Program Duration

Program start date: July 2016
Program end date: July 2017

8. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.