Faculty of Arts Graduate Ambassadors

Student Enrichment Team
Academic Support Office
Faculty of Arts
University of Melbourne

Position Description
February - December 2023

Contact for Queries
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unimelb.edu.au

Overview

About the Program

The Faculty of Arts Graduate Ambassador program was established in 2013 and represents a unique way in which students can get involved in supporting the current graduate coursework student community.

Arts Graduate Ambassadors suggest ideas for how student life can be improved, liaising directly with key Faculty of Arts staff; propose and develop new initiatives and activities for students; deliver peer-to-peer mentoring and support; contribute creatively to a range of promotions and communications; and access exclusive professional development opportunities.

About the Role

Classification / Employment Type
Volunteer Graduate Student Leadership Program

Other Benefits
Professional Development via the Faculty of Arts Student Leader Professional Development series.

Duration / Commitment
One academic year: February - December 2023.
Although this role provides scope for Ambassadors to become more intensively involved if interest and availability permit, the average total commitment per Graduate Ambassador is 6 - 12 hours spread over 12 months. Occasionally, this might involve after-hours involvement in the delivery of special events.

Selection Process & Deadline
Application is by online form.
Applications close Monday 30 January 2023.

Eligibility & Inclusivity
Applicants must be currently enrolled on a full-time or part-time basis in a Faculty of Arts graduate coursework program, and may be located locally or remotely. We especially encourage Indigenous, Torres Strait Islander, LGBTQIA+, and disabled students to apply. Students of all ages, identities, and backgrounds are encouraged to apply for this role. Successful applicants will need to hold or attain a Victoria Working With Children Check.

To Do List

Ambassador Activities

As outlined on the team website, Arts Graduate Ambassadors:

- Help to develop new activities and programs for graduate students in Arts
- Assist and advise current or prospective graduate students in Arts
- Inspire other Arts students by leading initiatives and community building activities
- Advance professional skills by engaging in tailored development opportunities

Vision for 2023

In 2023 our team will be focusing especially on the following themes and tasks:

- Developing an ever more inclusive, respectful, and accessible environment for our diverse graduate student community
- Delivering events that are welcoming and inclusive for both on-campus and offsite students
- Fostering lasting connections among student members of the Graduate School community

Key Skills

Selection Criteria

Applicants must be:

- Currently enrolled on a full-time or part-time basis in a Faculty of Arts graduate coursework program, with at least one semester completed
- Able to act in a professional manner as a student representative of the Graduate School of Humanities and Social Sciences and an enthusisatic proponent of your degree program
- Interested in building lasting connections between students, improving the overall graduate student experience, and providing mentoring / advising to peers as required
- Team players committed to carrying out roles and responsibilities as agreed, autonomously and/or as part of a group
- Actively invested in fostering the University's core values of respect, diversity, and inclusivity

Other useful attributes include:

- Public speaking confidence
- Savvy communication skills
- Social media know-how
- Event planning experience
- A thorough knowledge of your degree's structure and course planning requirements

Growth

Professional Development

Arts Graduate Ambassadors will have the opportunity to participate in professional development sessions throughout the year which are curated exclusively for Faculty of Arts student leader groups through our Arts Leadership Community program.

Previous Arts Leadership Community events have covered topics such as:

- The Future of Work and Leadership
- How to Leverage Social Media Professionally
- Public Speaking and Speech Writing
- Intersectionality in Action
- Mental Health First Aid
- ... and more!

We invite Ambassadors to nominate topics they would like to learn more about, and look forward to developing bespoke opportunities to help you realise your potential.

Achievement

Melbourne Plus Accreditation

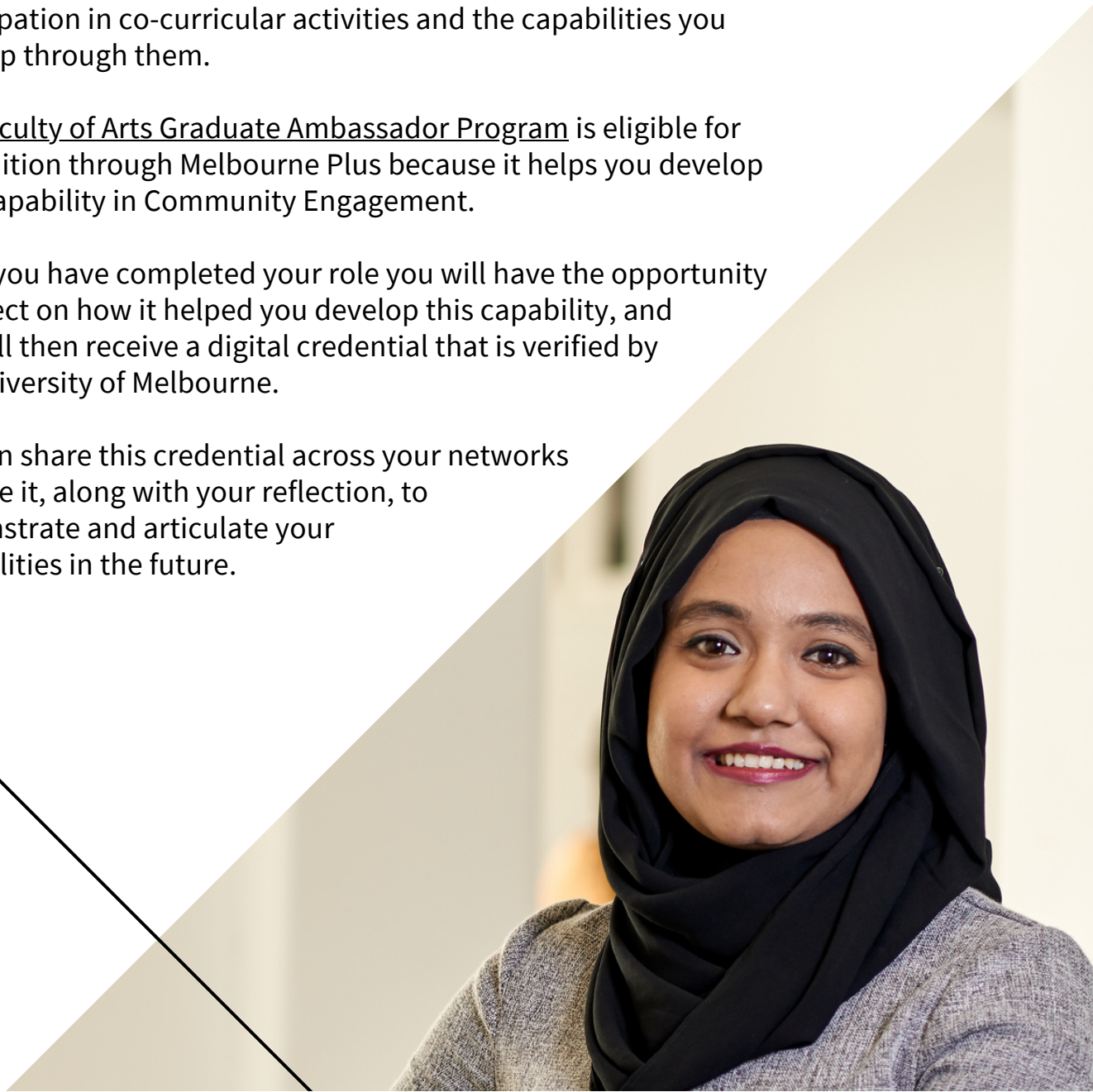
Faculty of Arts Graduate Ambassadors who fulfil the minimum requirements (listed on the next page) can be recognised with Melbourne Plus!

Melbourne Plus is the University's program for recognising your participation in co-curricular activities and the capabilities you develop through them.

The Faculty of Arts Graduate Ambassador Program is eligible for recognition through Melbourne Plus because it helps you develop your capability in Community Engagement.

When you have completed your role you will have the opportunity to reflect on how it helped you develop this capability, and you will then receive a digital credential that is verified by the University of Melbourne.

You can share this credential across your networks and use it, along with your reflection, to demonstrate and articulate your capabilities in the future.



Achievement

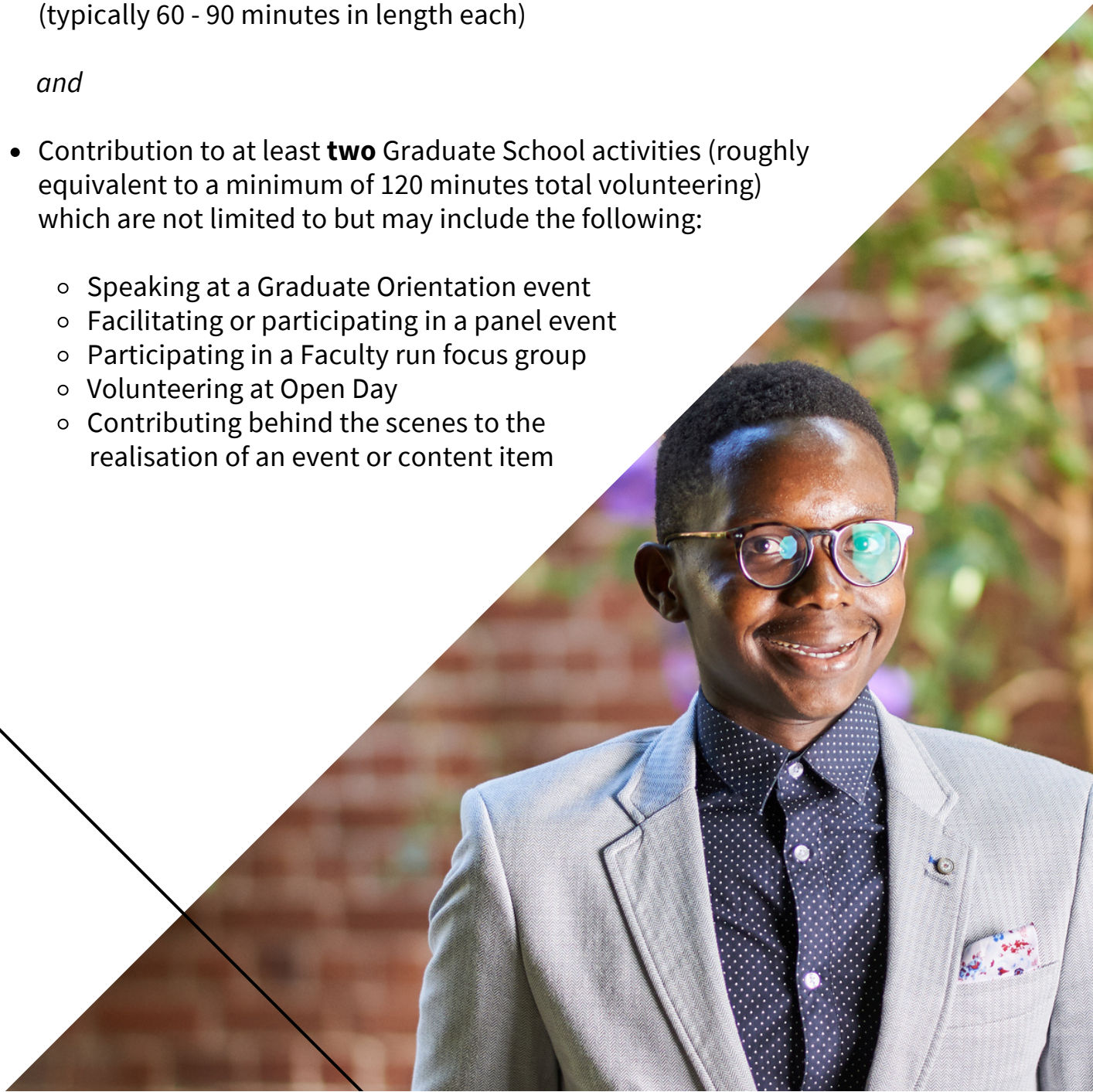
Minimum Requirements for Melbourne Plus Accreditation

- Participation in at least **two** professional development sessions (typically 60 - 90 minutes in length each)

  and

- Contribution to at least **two** Graduate School activities (roughly equivalent to a minimum of 120 minutes total volunteering) which are not limited to but may include the following:

  - Speaking at a Graduate Orientation event
  - Facilitating or participating in a panel event
  - Participating in a Faculty run focus group
  - Volunteering at Open Day
  - Contributing behind the scenes to the realisation of an event or content item



2023 Calendar

Opportunities to Contribute in 2023 include the following:

February and July: Welcome Commencing Students in an Orientation Welcome Webinar

February and July: Lead Commencing Students in a short tour of Parkville Campus Arts Precinct

February and July: Answer queries and encourage student interaction at an Orientation Social Reception

Two opportunities per semester: Facilitate an *Industry Conversations* Q&A event with Arts Alumni

SWOT Vac each semester: Facilitate student group study activities and resources at *Study Jam*

August: Volunteer at Open Day, helping with wayfinding, student questions, and/or events

Several dates throughout the year: Participate in information panels for prospective students

Several dates throughout each semester: Facilitate or contribute to an event or activity for one or more of the following important occasions (or another special themed day or week):

- Lunar New Year (February)
- Zero Discrimination Day (March)
- International Women's Day (March)
- Close the Gap Day (March)
- Cultural Diversity Week (March)
- International Day for the Elimination of Racial Discrimination (March)
- International Transgender Day of Visibility (March)
- International Day Against Homophobia, Biphobia, Intersexism and Transphobia (May)
- Reconciliation Week (May - June)
- NAIDOC Week (June - July)
- International Day of Friendship (July)
- International Day of the World's Indigenous People (August)
- R U OK? Day (September)
- National Week of Deaf People (September)
- Mental Health Week (October)

Apply now!

Application details:

The deadline for applications is 11:59pm Melbourne local time, Monday 30 January 2023

Apply online now through the 2023 Arts Graduate Ambassador Expression of Interest form.

Applicants will be notified of outcomes within 14 working days of the deadline.