

## Position Summary: UniMelb Global Leader

The University of Melbourne is seeking current students for casual UniMelb Global Leader roles in the Faculty of Arts.

The UniMelb Global Leaders program is a leadership program that harnesses the knowledge, experience and expertise of international students to support UniMelb students travelling to the international students' home country. Those selected to take part in the program will be asked to attend predeparture meetings to share insights with students prior to departure. Leaders will also provide guidance during students' time abroad and attend a re-entry session once students return from their international travel.

Successful UniMelb Global Leader applicants will also be asked to support events and programming facilitated by the Student Programs and Arts Teaching Innovation teams at the Faculty of Arts. These events may include Diversity Week programming, orientation sessions and varied other workshops or student-facing sessions.

Leaders will be asked to attend a one-day compulsory paid training session in April 2020. Leaders will also have access to ongoing professional development and mentorship while participating in the program.

The 2020 UniMelb Global Leaders program is supporting University of Melbourne Overseas Subjects (UMOS) and thus recruitment will be focused on leaders who have knowledge and experience in the following countries:

- Indonesia
- India
- Spain
- France
- Japan
- Italy
- Cambodia
- Morocco
- South Korea
- Georgia
- USA
- Philippines

## 1. Key Responsibilities

### 1.1 REQUIREMENTS

- Attend predeparture sessions and provide insights on culture, language and professional and educational environments.
- Provide advice and support to students via email during their travel.
- Plan and facilitate sessions to provide insights into language and culture of international locations.
- Support ongoing Faculty programming including orientations, conferences, workshops and other student-facing events.
- Proactively promote UniMelb Global Leader engagement through email, social media, speaking at lectures and program events.
- Liaise with UniMelb Global Leaders supervisor and academic staff to provide insights on the programming and benefit from peer and Faculty support.
- Provide referrals for students to University services as appropriate. This requires a basic knowledge of the University's organisation and support services.
- Be able to communicate effectively with students and Faculty staff in an approachable and professional manner.
- Provide feedback on the program. This includes attending sessions throughout and at the end of the program.
- Be familiar with, and observe the University's [Appropriate Workplace Behaviour Policy \(MPF1328\)](#) and [Health and Safety Policy \(MPF1205\)](#) in the performance of the responsibilities of the position.

- Attend to Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined below.

### 1.2 SPECIAL REQUIREMENT

UniMelb Global Leaders must complete 1 day of on-campus compulsory paid training in April 2020.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- Currently enrolled in a Faculty of Arts degree at the University of Melbourne.
- Demonstrated experience in an international location including knowledge of cultures and languages.
- Strong interpersonal and communication skills, including the ability to engage with a diverse range of people.
- Demonstrated ability to interact with academics, professional staff and fellow students appropriately.
- Experience in leadership roles which demonstrate ability to coordinate group work and create a positive working environment.
- Experience providing mentorship and guidance in peer-support roles.
- Demonstrated ability to be flexible, adaptable and responsive to student and staff input.
- Experience in working collaboratively with others to achieve goals.
- Demonstrated excellent time management and organisation skills.
- Excellent planning and presentation skills to deliver sessions that are engaging and informative.