



## POSITION DESCRIPTION

Faculty of Architecture Building and Planning  
Melbourne School of Design

### GRADUATE AMBASSADOR

<b>CLASSIFICATION</b>	Volunteer
<b>SALARY</b>	N/A
<b>SUPERANNUATION</b>	N/A
<b>EMPLOYMENT TYPE</b>	Volunteer (Various Positions)
<b>HOW TO APPLY</b>	Please send your CV (quoting your Student ID), statement of results and a document addressing the Selection Criteria to the below contact.
<b>DUE DATE FOR APPLICATIONS</b>	11:59 PM Sunday 25 February 2018
<b>CONTACT</b>	Holly Chandler Email: <a href="mailto:msd-info@unimelb.edu.au">msd-info@unimelb.edu.au</a>

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[www.hr.unimelb.edu.au/careers](http://www.hr.unimelb.edu.au/careers)

## ***Position Summary***

Graduate Ambassadors are current Melbourne School of Design (MSD) students whose volunteer role is to create a rich and supportive community for current and prospective students. As Graduate Ambassadors, you will draw on your own experience as graduate students to help prospective and current students.

The Graduate Ambassador Program assists the MSD to promote its professional Masters suite of programs via a group of dedicated current students. This select group will be chosen because they are passionate about their program and discipline and are also interested in gaining some event and marketing experience by supporting marketing and communications strategy. They will be asked to participate in future student, alumni and orientation events as well as providing building tours to key stakeholders.

There are a range of activities that the Graduate Ambassadors will be asked to be involved with such as:

- Open Day
- Future Student, Marketing and Alumni events
- Personal profiles (including photographs) for use in web and print advertising
- Tours of MSD Building
- Ticketing and ushering at Deans Lecture events
- Contacting prospective students via email
- Contribution to MSD Social Media accounts

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

- ▶ Completion of a minimum of one semester (50 credit points) of study of a Masters level MSD program (with a minimum average of 70%) OR
- ▶ Completion of a Bachelor degree at the University of Melbourne with a minimum 75% average AND enrolment in one of the MSD Masters programs for commencement in Semester 1 2018.
- ▶ An understanding of the School's subjects and curriculum (such as assessments, subjects, and course structure);
- ▶ High level oral and written communication skills
- ▶ The ability to act in a professional manner, including regulation of own behaviour and the appropriate execution of duties
- ▶ A passion for, and thorough understanding of your Master's degree specialisation and an interest in promoting this to prospective students
- ▶ The ability to work as part of a team and autonomously, including the capacity to use problem solving skills
- ▶ Familiarity with a variety of social media platforms, including Facebook, Twitter and blogs.

## ***2. Special Requirements***

Team members may be asked to travel within Victoria on occasion e.g. on school visits, or to events at the expense of the Melbourne School of Design.

## ***3. Key Responsibilities***

Participation in at least 6 activities, across a period of one academic year. These activities will contribute to MSD's marketing and communication strategy and may include:

- ▶ Representing MSD at marketing, recruitment and alumni events as required
- ▶ Assisting with enquiries from prospective students about the study experience at MSD
- ▶ Participation in focus groups on current student communications and programs
- ▶ Assisting with ticketing and ushering at Deans Lecture Series events as required
- ▶ Participation in photo and video shoots as required.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

### **3.1 BENEFITS OF THE GRADUATE AMBASSADOR PROGRAM FOR PARTICIPANTS**

- ▶ Public Speaking and Leadership training programs will be provided for all Ambassadors
- ▶ Development of leadership and teamwork skills
- ▶ Improvement of oral and written communication skills
- ▶ Interaction with different cultures and new students
- ▶ Build relationships with other students, academics and staff across the Melbourne School of Design
- ▶ Observe, interact with and learn from marketing, communications and events professionals.

## ***4. Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities***

All Volunteers 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 are published at: <http://safety.unimelb.edu.au/topics/responsibilities/>