



Make  
it matter.

## POSITION DESCRIPTION

# University Ambassador

Position Level

Casual

Faculty/Division

*DVC Equity, Diversity & Inclusion*

Position Number

*ADMIN ONLY*

Original document creation

15/10/2021

### Position Summary

The role of a University Ambassador is to support in encouraging the engagement and participation of high school students during Access and Equity (Students) outreach programs and workshops. As a University Ambassador, under direction, you will talk at in-school and on-campus learning experiences that focus on building educational capacity for students in Years 9 - 12. You will connect and share personal experiences about university life and provide information to students to assist with their applications for UNSW's Gateway Admission Pathway.

University Ambassadors can be the first point of contact for future students and act as representatives of UNSW. Ambassadors play a role in establishing a familiarity and an early sense of belonging for high school students, acting as role models for young people who may be the first in family to attend university.

This role reports to the Students as Partners Project Officer and has no direct reports.

### Accountabilities

#### Specific responsibilities for this role include:

- Under guidance, talk at workshops in-school, on-campus and online with fellow Ambassadors and Access and Equity (Students) staff
- Undertake UNSW run training to support outreach programs and your professional development in line with UNSW Graduate Attributes
- Provide assistance at UNSW promotional events including Open and Info Days, tertiary information events and careers markets
- Share personal experiences of going through high school, completing the HSC and transitioning to university

- Provide general assistance for on-campus events and residential programs, facilitate campus tours, showcase the campus and provide students with information on faculties, accommodation, clubs and societies and university life.
- Provide general administrative support with tasks including data and survey collection/ input, and packing and unpacking workshop resources.
- Cooperate with all health and safety policies and procedures of the University and take all reasonable care to ensure actions do not impact on the health and safety of others in the University.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).

### **Skills and Experience**

- Current UNSW student - Attendance at a Gateway school and previous experience volunteering/mentoring young people experience is highly desirable but not essential.
- Good Communication skills.
- Ability to interact with different stakeholders, including future students, parents and staff from diverse social, cultural and linguistic backgrounds.
- Proficient understanding and knowledge of UNSW including academic, extra-curricular activities, the student experience and available support services.
- Competent organisation and time management skills.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

### **Pre-employment checks required for this position and additional information**

- A valid NSW Working with Children Check is required.
- Flexible University timetable, enabling capacity to work at least one complete day during University term

#### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.