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DUTY STATEMENT – CASUAL ROLE

Student Ambassador

Position Level

Level 1

Faculty/Division

Original document creation

March 2023

Position Summary

The primary role of a Student Ambassador is to assist with the marketing of UNSW's undergraduate degrees by undertaking tasks to enhance the student educational experience. Student Ambassadors are often the first contact that prospective and current students have with UNSW.

This role will:

- Participate in promotional events and activities, providing prospective and/or current students with degree information and a perspective on university life either in an individual or group setting.
- Visit schools with the aim to provide prospective and/or current students with degree information and a student's perspective of university life.
- Welcome guests and visitors to events or meetings and provide general assistance.
- Support and provide campus tours for prospective students and visitors whilst providing information about facilities, accommodation, support services and educational experiences.
- Provide general administrative support e.g., assisting with phone/ email enquiries, workshop and activity development and assisting with basic AV support during events.
- Actively participate in on-the-job training for relevant duties.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Additional Pre-employment checks required for this position:

- Working with Children's Check

About this document

This Duty Statement outlines the job duties, required skills & pre employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position contact the HR Business Partnering team.