



POSITION DESCRIPTION

Engagement Ambassador

November 2022

Position Summary

College / Division	Division of Future Students Recruitment & International
School / Section	Future Student Journey
Location	Hobart Launceston Burnie Sydney
Classification	HEO 2 casual
Reports to	Student Ambassador Program Coordinator
Direct reports	0

The Opportunity

The role of an Engagement Ambassador is to engage future students and their influencers in the work and disciplines of the University of Tasmania. The position supports Schools Engagement and College staff in the delivery of activities both in school and on campus tours, University open days, University events and community expos. Engagement Ambassadors work with the Communications and Marketing team to engage with media and to create Social Media content. Training will be provided so ambassadors are confident in delivering age and cohort specific activity and outreach across a diverse range of audiences. Ambassadors will also be trained in Child Safety, Communications, Media and storytelling to share personal stories about your journey to the discipline and study area of your choice and your university experiences to a range of audiences.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We are an inclusive workplace committed to “working from the strength that diversity brings” reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life

course bring. Applications are encouraged from all sectors of the University of Tasmania student community.

Accountabilities and outcomes

Purpose

Engagement Ambassadors play a key role in sharing their knowledge and passion for their disciplines as well as their university experiences through providing activity at schools and on campus events such as Open Day and with online communities. In addition, schools engagement, the Engagement Ambassadors must be able to communicate effectively with both academic staff, professional staff, external stakeholders and members of the community. Ambassadors will be required to work alongside College and Future Student staff and in some instances independently. The role supports the University's mission to increase educational attainment outcomes for Tasmanians.

Key Result Areas/Duties you'll perform

- Attend engagement activities and events to engage with future students and their influencers about university experiences, course offerings, support services, facilities, and university life.
- Support University of Tasmania staff in the delivery of online and in person presentations about your discipline. Study area, research interests to school students, teachers, and community.
- Assist with the preparation of materials, setup and pack down of events and other administrative tasks as required.
- Assist the Communications and Marketing teams in working with the media and i in the creation of social media content.
- Work with academic mentors to develop age and cohort appropriate activity for diverse audiences
- Take a safety-first approach to working with children and young people
- Work as part of a team under the leadership of the supervising University staff, and to work with minimal supervision or independently to complete allocated tasks.
- Develop a profile documenting university experiences for use in university promotional tools, including but not limited to the website, videos, testimonials and publications.
- Represent the University in a positive, friendly manner within the community, with a focus on increasing awareness of university degree offerings and enhancing the reputation of the University.
- Adhere to University safe work practices, to lift loads of up to 10 kilograms, and effectively use associated equipment such as trolleys, AV equipment, and construct displays/marketing materials.

- Other duties as required.

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute towards creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success Criteria

- At least two years of study at the University of Tasmania as an undergraduate or postgraduate University of Tasmania student (note, ambassadors can continue duties up to one year after course completion).
- Ability to share knowledge and skills about your study area and possible career opportunities with a broad range of audiences
- Ability to demonstrate an understanding of the key elements of the student experience on a specific campus and ability to learn about other campuses.
- Ability to relate to future undergraduate and postgraduate students, and a sound understanding of the influences that impact upon their choice of a university degree or pathway program.
- Ability to relate to children and young people, local communities, and a wide range of target groups within the community.
- Experience with public speaking (in person and online) and strong interpersonal skills with demonstrated ability to engage an audience and show initiative.
- Demonstrated ability to build rapport with diverse audiences through in person
- Understanding your course of study, and the ability to learn about other courses of study.
- Proven time management and strong organisational skills with a high level of attention to detail.

Desirable Requirements

- Ability to travel intrastate/interstate and regularly work outside of usual business hours.
- Current 'C' class driver's licence or valid overseas driver's licence.

Other Requirements

- To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa (including an international student visa) that enables you to fulfil the requirements of this role. You must be an onshore student living in Australia.
- Current Working with Vulnerable People registration (or to be obtained)
- Current Police Check (or to be obtained)

COVID-19

The University of Tasmania recognises that this is critical for the workforce at the University to protect the safety of our workforce and vulnerable Tasmanians. Applicants for this role must be prepared to provide evidence of Covid-19 vaccination as a condition of employment.

Decision Making Authority/Level of Responsibility

Tasks to be performed under the supervision of the Tasmanian Future Students team within the context of the University's policies and performance expectations.

Workplace Health and Safety

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.
- It is the responsibility of the applicant to obtain a working with Children Check and a Police check, the cost of which will be met by the University of Tasmania.



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CRICOS Provider Code 00586B/OOM0610043

The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position