Position Title: Student Ambassador  
Faculty/Unit: UNSW Art & Design  
Supervisor: Damien Nedeljkovic, Student Recruitment Manager

The role of Student Ambassadors
The primary role of the Art & Design Student Ambassador (SA) is to assist with the marketing of UNSW Art & Design’s undergraduate degrees. This involves providing accurate information on Art & Design degrees offered at UNSW, admission requirements, application and selection procedures, student support services and university life in general to prospective undergraduate students.

Student Ambassadors are often the first contact that prospective students have with UNSW at on campus events, career markets and when visiting high schools, and are therefore seen as the public face of UNSW Art & Design.

Responsibilities
The main duties involve representing UNSW Art & Design and UNSW at events as follows:

• **UNSW Promotional Events**  
Art & Design Student Ambassadors participate in promotional events such as the, UNSW Open Day in September (held both at Kensington and on the Paddington campus) and UNSW Information Day in January. Art & Design Student Ambassadors provide degree information, give presentations and undertake a general public relations role in promoting UNSW Art & Design.

• **Career Markets and High School Visits**  
Art & Design Student Ambassadors attend tertiary information events, career markets and visit high schools with the aim of providing prospective students with degree information and a student’s perspective on university life. This usually consists of one-on-one discussions but may include a formal presentation.

• **Campus Tours**  
Regular campus tours are held at 3:30pm each Thursday, and at other times as requested by interested parties. Student Ambassadors host these campus tours, which may consist of future students and their families and friends who
are interested in either undergraduate or postgraduate studies, or of school aged groups.

- **Administrative and Customer Service Duties**
  Art & Design Student Ambassadors may be asked, from time to time, to provide general administrative and customer service support to the Art & Design external relations team, including UNSW Galleries. This could involve clerical duties, activity planning and workshop development.

- **Social media engagement**
  Being a student ambassador means you are part of the UNSW Art & Design community. We expect you to participate and engage with it. This can be done via our facebook page, twitter feed, or Instagram account. Get involved by liking our page/following us, sharing links, tagging #thecreativecampus or @ArtDesignUNSW. We would like all ambassadors to post at least once a month.

**Pay rate**
The Student Ambassador position is paid at a General Staff (Casual) Level 1, Step 1 rate, which is currently $30.22 per hour.

**Selection criteria**
Successful Student Ambassador candidates will be selected based upon the following criteria:

- Current UNSW student studying an Art & Design program
- Good academic standing
- Excellent communication and presentation skills - public speaking experience is an advantage
- Good organisational and time management skills
- Excellent customer service skills - previous work experience in customer service area is an advantage
- Highly motivated and outgoing with an enthusiasm for university life and study at UNSW
- Ability to show initiative and to work with minimal supervision and the ability to apply common sense in unforeseen situations
- Willingness to work outside normal business hours and occasionally lift heavy material
- Broad understanding and knowledge of UNSW Art & Design including academic, extra-curricular activities and support structures for students
- Proven ability to work and study concurrently
- Ability to relate well to high school students
- Adhere to all UNSW OH&S policies.