



Position Description

College/Division:	ANU College of Medicine, Biology & Environment ANU College of Physical & Mathematical Sciences
Faculty/School/Centre:	Science Administration
Department/Unit:	Marketing & Communications
Position Title:	Student Ambassador
Classification:	ANU Officer Grade 2/3 (Administration)
Position No:	16302
Responsible to:	Marketing & Communications Officer

PURPOSE STATEMENT:

ANU Science Student Ambassadors represent the ANU Joint Colleges of Science and positively present ANU science programs to prospective students, parents and teachers. Student Ambassadors are current science students who assist in event coordination, share their knowledge and experiences of studying science at ANU at various recruitment events and provide editorial content for use in promotional materials.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Marketing & Communications team within Science Administration aligns its work with the University's strategic priorities as a national institution committed to excellence in research, education and contribution to public policy development. Working to support the objectives of the Joint Colleges of Science, members of the office integrate values of leadership, collaboration, resilience, approachability, flexibility in problem solving, respect and inclusiveness, adaptability and reliability into their actions and management of their relationships with staff and students within the Colleges, across ANU, and to the community both nationally and internationally.


Role Statement:

Under the general direction of the Marketing Officer, the Student Ambassador will:

1. Give presentations on the student experience at ANU to potential students, teachers and parents at high schools and colleges throughout Australia.
2. Provide information and advice on the student experience to prospective students at tertiary information sessions and ANU events nationally
3. Assist the Marketing & Communications team in event coordination and administration
4. Act as a participant in photographs and videos, be profiled and provide editorial content for use in ANU promotional activities.
5. Write reports on the outcomes of recruitment activities.
6. Undertake general office and administrative duties.
7. Other duties consistent with the classification of the position.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Current enrolment as an ANU student in a Science program with an excellent academic record.
2. A willingness to travel and work non-standard hours as required, along with a current Australian drivers licence.
3. A commitment to promoting ANU as an institution of academic excellence, in addition to strong public speaking skills.
4. Demonstrated ability to exercise professional judgement, including an ability to refer enquiries to senior staff as appropriate.
5. Sound understanding of administrative processes, including a high level of attention to detail and an ability to organise and manage tasks to completion.
6. Demonstrated computer skills with experience using the Microsoft Office suite.
7. High level of customer service skills and ability to work effectively with a range of people.
8. Excellent oral and written communication skills, including a demonstrated ability to speak in public.
9. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

Supervisor/Delegate Signature: 	Date: 05/07/2017
Printed Name: Andrew Leach	Uni ID: U5504600

References:

General Staff Classification Descriptors

Academic Minimum Standards



Australian
National
University

Pre-Employment Work Environment Report

Position Details

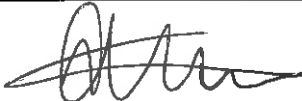
College/Div/Centre	CMBE/CPMS	Dept/School/Section	Science Administration
Position Title	Student Ambassador	Classification	ANUO2/3 (Administration)
Position No.	16302	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature: 	Print Name: Andrew Leach	Date: 05/07/2017
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