



Australian  
National  
University

## Position Description

<b>College/Division:</b>	ANU College of Medicine, Biology & Environment ANU College of Physical & Mathematical Sciences
<b>Faculty/School/Centre:</b>	Science Administration
<b>Department/Unit:</b>	Marketing & Communications
<b>Position Title:</b>	Student Ambassador
<b>Classification:</b>	ANU Officer Grade 3 (Administration)
<b>Position No:</b>	TBA
<b>Responsible to:</b>	Senior Officer, Student Recruitment
<b>Number of positions that report to this role:</b>	
<b>Delegation(s) Assigned:</b>	

### PURPOSE STATEMENT:

The Science Student Ambassador program is an exclusive opportunity for outstanding and outgoing students to become actively involved in the promotion of the ANU Joint Colleges of Science.

Ambassadors are current students who are selected and trained to represent the ANU Joint Colleges of Science at various events around Australia, and to assist the Marketing & Communications office in event coordination and administration.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

Our team of Student Ambassadors are expected to be available on a casual part-time basis to support the recruitment efforts of the Joint Colleges of Science, Marketing and Communications Team.

Ambassadors will share their knowledge and experiences of studying science at ANU with prospective students at various recruitment events, provide support to the science Marketing and Communications Team at exclusive college events, and provide editorial content for use in promotional materials.

They will also be expected to provide occasional administrative support in the Marketing & Communications office.

Ambassadors will receive training in customer service, recruitment knowledge, presentation skills and student administration as part of their ambassadorship. In addition students will have access to exclusive networking opportunities and gain valuable professional experience and training.

Ambassadors must be current ANU students, academically accomplished, preferably with experience studying in a science field and be willing to travel and work non-standard hours.

#### Role Statement:

Under the broad direction of the Senior Officer, Student Recruitment, Ambassadors are expected to positively project Science programs at ANU to prospective students, parents and teachers.

As a member of the Science Marketing and Communications team, an Ambassador will:

1. Be able to attend a training day in orientation week (February 2016).
2. Be able to work at the ANU Open Day 2016 (27<sup>th</sup> August).
3. Be profiled, photographed and videoed for ANU promotional activities.
4. Must be a current ANU science student with an excellent academic record and broad knowledge of your area of study or an equivalent combination of relevant experience and/or training. (Note: Student can be studying a double degree).

5. Commitment to promote ANU as an institution of academic excellence.
6. High level of customer service skills and ability to work with a range of people.
7. Excellent oral and written communication skills, including a demonstrated ability to speak in public.
8. Demonstrated ability to exercise judgement, including an ability to refer enquiries to senior staff as appropriate.
9. Sound understanding of administrative processes, including an ability to organise and manage projects to completion.
10. Demonstrated knowledge of desk-top based programs, eg word processing, established spreadsheet or database applications.
11. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.
12. Be able to give presentations on student experience at ANU to potential students, teachers and parents at high schools and colleges throughout Australia.
13. Provide information and advice on the student experience, to prospective students at tertiary information sessions and ANU events nationally
14. Write reports on the outcomes of recruitment activities.
15. Assist the Marketing and Communications team in setting up and coordinating recruitment events.
16. Undertake general office duties including photocopying and word processing.
17. Be available to travel and work non-standard hours (a current Australian drivers licence is necessary).
18. Other duties consistent with the classification of the position.
19. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

## SELECTION CRITERIA:

Complete online application:

Section 5 of the online application will ask you to respond to the following questions. Please use full sentences in your answers (Minimum 100 words per question).

1. Why did you choose to study at ANU/Science and what do you think sets ANU apart from other universities?
2. What inspired you to choose your particular degree and how would you describe it to a potential student?
3. What do you like the most about your program? Provide an example of a memorable class/lecture/tutor/etc.?
4. In addition to studying, what have been the best aspects of your time at ANU so far?

Please forward a copy of your CV to [science@anu.edu.au](mailto:science@anu.edu.au) with the subject line "SA – Name (uniID)" at the completion of your application form.

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

## References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

 <b>Australian National University</b>	<h1>Pre-Employment Work Environment Report</h1>
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**Position Details**

<b>College/Div/Centre</b>	CMBE/CPMS	<b>Dept/School/Section</b>	Science Administration
<b>Position Title</b>	Student Ambassador	<b>Classification</b>	ANUO3
<b>Position No.</b>	16302	<b>Reference No.</b>	

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](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](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](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

**Potential Hazards**

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	<b>TASK</b>	<b>regular</b>	<b>occasional</b>
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"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
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"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
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"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					

<b>Supervisor's Signature:</b>	<b>Print Name:</b>	<b>Date:</b>
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