



Faculty of Architecture, Building and Planning Undergraduate Student Ambassador Leadership Program (SALP)

CLASSIFICATION	Volunteer
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DUE DATE	Applications due 11:59pm Wednesday 2 March 2022

Position Summary

Undergraduate Ambassadors are current Bachelor of Environments or Bachelor of Design volunteers who draw on their own undergraduate student experiences to assist the Faculty to promote its Bachelor of Design degree to future and current students. Undergraduate Ambassadors work alongside Faculty staff at a range of events and activities, including orientations, expos, MSDX, Open Day, ushering at the Dean's Lecture Series, and leading MSD building tours.

Successful applicants are chosen because they are passionate about their course and discipline, and are also interested in gaining some event and marketing experience. Ultimately, your role as an Ambassador would be to help the Bachelor of Design promote our student experience.

Specifically, as an Undergraduate Ambassador you will be required to commit to:

- Open Day (August, date TBD)
- Student profiles (including photographs) for use in web and print advertising
- Tours of the MSD building
- Contacting prospective students via email (as required)
- Contribution to MSD Social Media accounts.

Ambassadors are called upon to communicate their experiences with prospective students. This includes: why you chose to study your course, what a student should expect during their studies, how to transition into life at Melbourne and how to best prepare for graduate study. Ambassadors also have their profiles featured online and in the Faculty of Architecture, Building and Planning study guides and other marketing collateral.

As part of the program, Architecture, Building and Planning ambassadors participate in a formal leadership training and communication course alongside ambassadors from various other academic divisions.

The prestige of the SALP program is recognised by the Council of Academic Board and participation in the program will appear on student AHEGS (transcript) statements.

Eligibility

- Completion of a minimum of one semester (50 credit points) of study of either the Bachelor of Environments or Bachelor of Design (with a minimum average of 70%)
- An understanding of the Faculty's subjects and curriculum (such as assessments, subjects, and course structure);
- High level oral and written communication skills
- High level initiative. Students will sometimes be asked to help out at events with little direction.
- The ability to act in a professional manner, including regulation of your own behaviour and the appropriate execution of duties
- A passion for, and thorough understanding of your degree major and an interest in promoting this to prospective students
- The ability to work autonomously and as part of a team, including the capacity to
- collaborate and problem solve
- Familiarity with a variety of social media platforms, including Facebook, Instagram, Twitter and blogs.

Benefits of the Undergraduate Ambassador Program for participants

- Public Speaking and Leadership training programs will be provided for all Ambassadors
- Development of leadership and teamwork skills
- Improvement of oral and written communication skills
- Interaction with different cultures and new students
- Build relationships with other students, academics and staff across the Melbourne School of Design/Faculty of Architecture, Building and Planning
- Observe, interact with and learn from marketing, communications and events professionals.
- Recognition of your participation in the program on your academic transcript
- Free Working with Children Check

Key Responsibilities

Participation in at least 6 activities, across a period of one academic year. These activities will contribute to the Faculty's marketing and communication strategy and may include:

- Representing the Faculty at marketing, recruitment and alumni events as required
- Assisting with enquiries from prospective students about the study experience at the Faculty
- Participation in focus groups on current student communications and programs
- Assisting with ticketing and ushering at Deans Lecture Series events as required
- Participation in photo and video shoots as required.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined below.



Occupational Health and Safety (OHS)

All volunteers are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. OHS responsibilities are published at: <http://safety.unimelb.edu.au/topics/responsibilities/>

The University of Melbourne also requires a Working with Children Check (volunteer).

Information on how to apply for one will be provided by the Faculty.

