Melbourne School of Engineering
Student Ambassador Leadership Program (SALP)

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<tr>
<th>CLASSIFICATION</th>
<th>Volunteer</th>
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<tr>
<td>CONTACT</td>
<td>Stephanie Do Carmo (<a href="mailto:stephanie.do@unimelb.edu.au">stephanie.do@unimelb.edu.au</a>)</td>
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<td>DUE DATE</td>
<td>Applications are due <strong>10am Tuesday 20 March 2018</strong></td>
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**Position Summary**

Operating since 2012, the Student Ambassador Leadership Program is an opportunity for high achieving students to share their passion for engineering and/or IT with the Australian and international community.

The program is designed for ambassadors to develop key leadership and communication skills through participation in prospective student events, representing your discipline on student panels and team leading in our high school outreach activities. Ambassadors are called upon to communicate their experiences with prospective students. This includes: why you chose to study your course, what should a student 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 Melbourne School of Engineering’s Graduate Prospectus.

As part of the program, Melbourne School of Engineering Ambassadors participate in a formal leadership training course alongside ambassadors from Faculty of Architecture Building and Planning, Faculty of Science, Faculty of Medicine Dentistry and Health Sciences and Faculty of Law.

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.
Note: lunch, dinner and snacks are provided to ambassadors when helping with events.

**Eligibility**

- Completion of a minimum of one semester of study of a Masters level Engineering/IT program (with a minimum average of 70%) OR
- Completion of an undergraduate degree at the University of Melbourne with a minimum 70% average AND enrolment in one of the Master of Engineering, Master of Information Technology or Master of Information Systems for commencement in semester 1 2018.
- Ability to commit to a minimum of three events per semester as part of your role as an ambassador.

**Ambassador Selection Criteria**

Please answer the questions and provide an example for each of the criteria below.

- What area/s are you passionate about in Engineering and/or IT and why?
- How would you describe your engineering discipline to a high school student?
- Why did you choose to study your course at the University of Melbourne?
- Based on your experience at the University, what are the top 3 tips you would tell future students looking to study your course?
- Describe your involvement in co-curricular activities and programs at the University of Melbourne and/ or your previous university.
Benefits of the Student Ambassador Program for participants

- Communications and leadership training programs will be provided for all Ambassadors
- Development opportunities in areas of marketing and communications that cater to individual interest and abilities (i.e. video production)
- Develop valuable client service skills
- Develop leadership and teamwork skills
- Improve skills in oral and written communication
- Interact with different cultures and new students
- Build your CV with a Volunteer Statement of Service upon successful participation in the program
- Have a valid job reference on you CV
- Recognition of the SALP program on your academic transcript
- Free Working with Children’s Check
- Catering providing to all Ambassadors at events

Special Requirements

- Ambassadors will be encouraged to work with the Melbourne School of Engineering marketing and communications team on small projects such as ‘a day in the life’ social media series.
- Required to contribute to functions outside of business hours, including attending events on evenings and weekends—a minimum of 3 and a maximum of 5 events a year.
• Ambassadors must be available for a photography session in the first month of semester (this will not clash with your classes) as well as Open Day, held in August.

Key Responsibilities

Volunteers will be asked to contribute approximately two hours per week, per semester, across a period of one academic year to Student Ambassador Program activities. These activities will contribute to the Melbourne School of Engineering’s marketing, communication and student recruitment strategy and may include:

• Contributing to the Engineering & IT social media sites
• Representing the School at marketing, recruitment and alumni events as required
• Assisting with prospective student enquiries about the student study experience
• Participation at key Engineering & IT social events such as the Welcome Function and Open Day
• Participation in photo and video shoots as required
• Participation in the High School Outreach program
• Being profiled for school publications

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/
Melbourne School of Engineering also requires a Working with Children Check. This check will be paid for by the School.