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>Shainie Holt (<a href="mailto:Shainie.holt@unimelb.edu.au">Shainie.holt@unimelb.edu.au</a>)</td>
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<td>DUE DATE</td>
<td>Applications are due 12pm Friday 15 March 2019</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 student 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 prospectuses.

As part of the program, Melbourne School of Engineering Ambassadors participate in a formal leadership training 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.

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

- Completion of a minimum of one semester of study in a Master of Engineering (all specializations), Master of Information Technology or Master of Information Systems (with a minimum average of 70%) OR
- Enrolled in Master of Engineering Structures, Graduate Certificate in Port Engineering, Master of Energy Systems, Master of Engineering Management or Master of Environmental Engineering 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 2019.
- Ability to commit to a minimum of three events per semester as part of your role as an ambassador.

Ambassador Selection Criteria

- Be enrolled an engineering or IT graduate degree at the Melbourne School of Engineering
- An understanding of the School’s subjects and curriculum (such as assessments, subjects, and course structure);
- The ability to act in a professional manner, including regulation of own behaviour and the appropriate execution of duties;
- Demonstrated initiative and enthusiasm, including the ability to contribute ideas and initiate change and high level oral and written skills
- A passion for, and thorough understanding of your graduate degree specialisation;
- The ability to contribute as part of a team but also work independently, including the capacity to use problem solving skills;
- Ability to commit to a minimum of three events per semester as part of your role as an ambassador;
- Familiarity with a variety of social media platforms, including Facebook, Twitter and Instagram
Benefits of the Student Ambassador Program for participants

- Communications and leadership training programs 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;
- Have a valid job reference on your CV;
- Recognition of your participation in the program on your academic transcript;
- Free Working with Children’s Check

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 March/April or July/August (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/](http://safety.unimelb.edu.au/topics/responsibilities/)

Melbourne School of Engineering also requires a Working with Children Check (volunteer). Information on how to apply for one will be provided by the school.