POSITION DESCRIPTION
NURA GILI INDIGENOUS PROGRAMS UNIT
DIVISION OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC)

Position: Nura Gili Student Ambassador (Casual HEW 1)
Reports to: Student Support and Outreach Officer/Student Recruitment Officer
Written by: Leearna Williams/Jeremy Heathcote
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A. ABOUT NURA GILI INDIGENOUS PROGRAMS UNIT

Nura Gili’s vision is to be recognised as a national leader in achieving academic excellence in Indigenous higher education programs and services.

Nura Gili’s mission is to enrol the largest number of Australian Indigenous students, and to strive for academic excellence within an inspiring and supportive environment that celebrates Indigenous heritage, diversity and the achievement of social justice.

Nura Gili’s core business is:

1. Academic pathways - providing clear pathways to postgraduate and undergraduate learning opportunities that embrace Indigenous knowledge, culture and histories;
2. Market leading curricula - setting progressive curriculum that enables students to reflect and engage critically with disciplines and their knowledge bases;
3. Creative & impactful teaching & learning - conducting teaching and learning engagements that provide opportunities for students to develop their full potential;
4. Student support & development - developing high quality, tailored learning support programs and services for Indigenous students that enhances their capacity to successfully and sustainably participate in University life;
5. Research & scholarship - undertaking high quality research and scholarship that benefits the Indigenous community and the core business of Nura Gili; and
6. Leadership, service and communications – contributing as appropriate to University and community activities and informing community debate in areas where Nura Gili staff have skills and interest.
B. JOB PURPOSE

The Nura Gili Student Ambassador positions are responsible for assisting Nura Gili staff in the provision of accurate information on programs offered at UNSW Australia, admission requirements, student support services and university life to prospective Indigenous students. Ambassadors are often the first contact that prospective Indigenous students have with UNSW at careers markets, when visiting high schools, community events/activities or when visiting the Kensington campus. These visits are conducted on a regular basis throughout the year. The Ambassadors are also required to participate in the major promotional events held by UNSW, such as UNSW Open Day (September) and UNSW Info Day (January).

To be eligible for this position Ambassadors must be current UNSW Indigenous students in at least their second year of university.

Ambassadors are undergraduate and postgraduate students, and come from all faculties and degree programs.

Ambassadors are expected to be passionate and committed showing that they believe in the potential of all Indigenous students; provide expert leadership and communication to show that they can relate to and inspire young people; be open and sincere when sharing their experiences of university life and their personal stories and background.

Ambassadors are also required to be informed and empathetic and possess a solid understanding of the barriers that can prevent young Indigenous people from accessing higher education and moving onto university.

Whilst not a mandatory requirement, it will be advantageous for all Ambassadors to have a drivers licence. Please indicate on your application whether or not you have a drivers licence.

It is desirable for Ambassadors to have:

- Flexible academic timetable.
- Willingness to provide testimonials for various marketing material.
- Involvement in UNSW community life.
- Ability and willingness to travel beyond the metropolitan area including during and outside normal business hours.

Ambassadors are required to show commitment by attending:

- Approximately 1-5 career markets (day or evening markets)
- UNSW Open Day and Info Day
- Rural events
- 3-4 student presentations (Yr 7-12)
C. AMBASSADOR BENEFITS

As an Ambassador you will:

- have the opportunity to receive personal satisfaction by being an active participant in the University recruitment planning sessions and have the ability to contribute to improving the recruitment/conversion process and reaching the universities target of 500 Indigenous students by 2015.
- gain both Professional and Personal development including the opportunity to develop communication, team work and problem solving skills.
- gain workplace experience that can assist in future employment opportunities.
- be actively involved in community engagement and will have the opportunity to work with students and community people from across NSW including those, who are from diverse backgrounds
- assist in providing UNSW and Nura Gili’s commitment to education and will be part of the education process for not only school students but Indigenous families across NSW.

Ambassadors are employed on a casual basis to assist in many Nura Gili events including School visits, Career Expos, School NAIDOC Days etc. Ambassadors will also be given Recognition: Recognised as part of the UNSW Advantage Program and AHEGS.

Becoming a Nura Gili Student Ambassador is flexible. Our activities are scheduled throughout the year and normally involve a half-day commitment. Ambassadors can choose when they participate.

D. CHALLENGES

- Ambassadors are required to obtain and keep up-to-date with the complex program information, the entry requirements and admissions criteria (difficult or in-depth enquiries are referred to Nura Gili staff or Admissions)
- Ambassadors are required to provide a high level of accurate information to prospective students
- Ambassadors are required to assist with manual handling of boxes of prospectuses, loading and unloading of the Office car and erection of display stands is also required.

E. PRINCIPLE ACCOUNTABILITIES

Career Markets/Community Events

Ambassadors attend metro, rural and interstate tertiary information events, career markets and community events, usually supervised by the Nura Gili Student Recruitment Officer or Outreach Officer, to provide prospective
Indigenous students with program information and student perspectives of university life. These events are scheduled as day, or evening events. Rural events are usually organised in consecutive days over a 3 to 4 day road trip.

School Visits

Ambassadors visit high schools and give a short presentation about studying at UNSW and the support services and programs Nura Gili offer Indigenous students. Ambassadors also speak to students, teachers and sometimes their parents, about the University covering a variety of topics including the programs, majors, courses, exchange, scholarship and co-op programs and extracurricular activities available.

Campus Tours

Ambassadors act as hosts for tours of the Kensington campus. Ambassadors may be required to make a short presentation similar to those given when visiting schools, followed by a walking tour of the campus. Some of these tours involve activities appropriate for certain faculties or talks tailored towards the school’s specific interest (sometimes for rural students wanting to see the University).

Promotional Events

Ambassadors participate in the UNSW Open Day in September and Info Day in January by answering prospective students’ questions, and providing a general public relations role in promoting UNSW. Ambassadors will also work for other recruitment programs as advised.

F. SELECTION CRITERIA

ESSENTIAL

- Identifies as being Aboriginal and or Torres Strait Islander.
- Current UNSW Student in Year 2 or above.
- Current NSW Working with Childrens Check Number.
- Pass all subjects in 2013 academic year
- Proven ability to work and study concurrently.
- Demonstrated effective organisational and time management skills and the ability to work independently and meet deadlines.
- Demonstrated effective verbal and written communication skills and the ability to display cross-cultural sensitivity where appropriate.
- Excellent behavioural standings through all university life including college and campus life.
- Demonstrated ability to work with an outgoing nature and show enthusiasm for university life and study at UNSW.
• Knowledge and understanding of the barriers that can prevent access to higher education for Indigenous peoples.
• Demonstrated understanding and knowledge of UNSW including academic, extra-curricular activities and support structures for students.
• Knowledge and understanding of OHS responsibilities and commitment to attend relevant OHS training and knowledge of EEO principles.