



Position Description

Nura Gili Student Ambassador
Nura Gili Indigenous Programs Unit

Never Stand Still

Human Resources

Level:	1	Date:	September 2015
School/Unit:	Nura Gili Indigenous Programs Unit	Faculty/Division:	Division of the Deputy Vice-Chancellor (Academic)
Written by:	Jeremy Heathcote/Rhiannon Allan/Leearna Williams		

POSITION SUMMARY

Nura Gili Student Ambassadors are responsible for assisting Nura Gili staff in the delivery of accurate information on programs offered at UNSW, 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, high schools visits, community events/activities or when visiting the Kensington campus. These visits are conducted on a regular basis throughout the year.

Ambassadors are required to participate in the major promotional events held by UNSW, such as Year 12 Aboriginal and Torres Strait Islander Info Day (August), UNSW Open Day (September) and UNSW Info Day (January).

ORGANISATIONAL ENVIRONMENT

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 focused around six key areas:

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.

Statistics

Indigenous students at UNSW [S1 2015]: 302
Commencing Students 2015: [S1 2015]: 84
Continuing Enrolments 2015: [S1 2015]: 218
Indigenous Students Enrolled in Sem2 2015: 284

Number of Students accessing ITAS Sem 1 2015: 143 students
Number of units tutored as part of ITAS Sem 1 2015: 176 Subjects
Number of hours tutored as part of ITAS Sem 1 2015: 313 hours
Number of Tutors 2015: 170

Reporting Relationships

Supervisor's title: Student Services Manager
Other positions reporting to the supervisor: Student Support Officers (4), Student Recruitment Officer, Academic Support Officers (5)
Positions reporting to this position: None
Other key relationships include: All Nura Gili staff

KEY DUTIES & RESPONSIBILITIES

Level 1

The Nura Gili Student Ambassador team staff:

- Participate in the major promotional events held by UNSW
- Provide a first contact for prospective Indigenous students have with UNSW at careers markets, high schools visits, community events/activities or when visiting the Kensington campus.
- Assist 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 2016.
- 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
- Attend metro, rural and interstate tertiary information events, career markets and community events, usually supervised by the NG Student Recruitment Officer or Outreach Officer, to provide prospective Indigenous students with program information and student perspectives of university life
- Visit high schools and give a short presentation about studying at UNSW and the support services and programs NG 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 extra-curricular activities available.
- 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.
- 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
- Cooperate positively in a team environment; and
- Cooperate with all health and safety policies and procedures of the University and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

Level 1

- Current NSW Working with Children's Check Number.
- Current Indigenous UNSW student with in at least your 2nd year of studies.
- Strong Academic Record with at least a pass mark in each subject undertaken in your previous academic semester.
- Demonstrated effective organisational and time management skills and the ability to work independently and meet deadlines.
- Demonstrated commitment to applying relevant and applicable policies and procedures in the day-to-day performance of the functions of this position.
- Demonstrated effective verbal and written communication skills and the ability to display cross-cultural sensitivity where appropriate.
- 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.
- Ability and willingness to travel beyond the metropolitan area including during and outside normal business hours.
- Demonstrated capacity to work in a positive team environment and respond flexibly to competing demands; and
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

DESIRABLE

- Current driver's licence
- Previous work experience in customer service
- Involvement in UNSW community life.
- Experience working with high school students.

FURTHER INFORMATION ABOUT NURA GILI

Nura Gill website: www.nuragili.unsw.edu.au

Nura Gill Strategic Plan: <http://www.nuragili.unsw.edu.au/about-us>

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.