# Team Member, Graduate Ambassador Team

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<tr>
<th>Classification</th>
<th>Volunteer</th>
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<tr>
<td>Salary</td>
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<td>Superannuation</td>
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<td>Employment Type</td>
<td>Volunteer</td>
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<tr>
<td>Current Occupant</td>
<td>New positions</td>
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**How to Apply**

Online via: [http://go.unimelb.edu.au/sw9n](http://go.unimelb.edu.au/sw9n)

You will need the following to complete the application form:

- Responses to the Key Selection Criteria (maximum of 150 words per selection criteria)
- A list of extra-curricular programs and activities you have participated in at The University of Melbourne
- Your CV

**Contact**

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**Due Date for Applications**

Sunday, 3 May 2015

Shortlisted applicants will be contacted in the week commencing 4 May for an interview in the week commencing 11 May.
Position Summary

The Graduate Ambassador Team (GAT) program is designed to assist MBS promote its Master of Management suite of programs, Master of International Business and specialist Masters and diplomas via a group of dedicated current students (Team Members). This select group of Team Members will be chosen because they are passionate about their program and will be asked to participate in recruitment events, offer holder/welcome activities and social media forums. They can speak to prospective students about what to expect during their graduate study and the best way to prepare for graduate study. This will allow prospective students to gain a firsthand perspective of study at MBS. There are a range of activities that the Team Members will be asked to be involved with such as:

- Recruitment and alumni events
- Offer holder/Welcome activities
- Marketing and Communication student profiling
- Social Media engagement

1. Key Selection Criteria

1.1 ESSENTIAL

- A minimum H3 average (or indicative minimum if applying during the first semester of study) and an understanding of the organisation and structure of the school (such as assessments, subjects, and course structure)
- Interest in, engagement with and understanding of co-curricular services and programs provided by Faculty of Business and Economics and the University as a whole, including student-led engagement
- High level oral and written communication skills
- 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 tendency to contribute ideas and initiate change.
- A passion for, and thorough understanding of your Masters degree specialisation
- The ability to work as part of a team and also autonomously, including the capacity to use problem solving skills
- Familiarity with a variety of social media platforms, including Facebook, Twitter and blogs.

2. Special Requirements

- Team members may be asked to travel within Victoria on occasion
3. Key Responsibilities

Devoting a minimum of two hours per week, per semester, across a period of one semester to GAT activities. These activities will contribute to marketing and communication strategy and may include:

- Promoting graduate study through social media (Facebook, Twitter, blogs)
- Representing MBS at marketing, recruitment and alumni events as required
- Assisting with enquiries from prospective students about the study experience at MBS
- Participation at key Social Events such as the Welcome Function
- Participation in focus groups on current student communications and programs
- Participation in photo and video shoots as required

4. Benefits of the GAT program for participants

- Gain professional experience in an office environment
- Development of leadership and teamwork skills
- Improvement of oral and written communication skills
- Interaction with different cultures and new students
- Observe, interact with and learn from marketing, communications and events professionals

5. Other Information

5.1 ORGANISATION UNIT

The structure of the organisational unit can be viewed online at:
http://fbe.unimelb.edu.au/contact/advancement_and_marketing

5.2 BUDGET DIVISION

The Faculty of Business and Economics has been a leading provider of business and economics education since 1924. It is committed to research excellence and engagement, the highest quality academic programs, and strongly linked via formal alliances and partnerships to business, government, and the wider community. It has an active advisory board where community leaders have a substantial and meaningful role in the implementation of the Faculty’s vision. The Faculty has strong connections with leading international universities. These external connections together with its own world class academics, outstanding professional staff and strong leadership provides the foundation to become the leading business and economics faculty in the Asia Pacific business leaders, government representatives, and region.

There are approximately 8290 students enrolled in undergraduate and postgraduate degrees within the Faculty. The Faculty is the home of the BCom and BCom (Hons); a much sought after undergraduate degree nationally and internationally. Melbourne
Business School offers the full suite of professional masters programs for those with little work experience right through to the experienced executive. It is also the home of leading research masters degrees and the PhD. The home of the Faculty of Business and Economics is a new five star energy rated green building recognised and awarded 'Australian Excellence' by the Australian Green Building Council. This state-of-the-art facility features a range of collaborative and individual teaching spaces, open-access laboratories, two lecture theatres (409 and 100 seat) and student break-out areas for informal learning. This is supported by cutting-edge audio visual and information technology to facilitate engagement and interaction for both students and staff.

5.3 ORGANISATIONAL STRUCTURE

Within the Faculty there are eight academic departments which are:

- Melbourne Business School
- Accounting
- Business Administration;
- Economics;
- Finance;
- Management and Marketing;
- Melbourne School of Government; and
- The Melbourne Institute of Applied Economic and Social Research (Melbourne Institute).

There is also a number of student and academic support centres within the Faculty including:

- The Business and Economics Student Centre;
- Academic Support Office; and
- The Centre for Excellence in Learning and Teaching

Further information about the Faculty is available at http://www.fbe.unimelb.edu.au/

5.4 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. Melbourne’s outstanding performance in international rankings puts it at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked by the THES among the world’s top 50 universities.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.
The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at www.hr.unimelb.edu.au/careers.

5.5 GROWING ESTEEM AND THE MELBOURNE MODEL

Growing Esteem describes Melbourne’s strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. www.growingesteem.unimelb.edu.au

The University is at the forefront of Australia’s changing higher education system and offers a distinctive model of education known collectively as the Melbourne Model. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

5.6 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.7 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at www.unimelb.edu.au.

6. Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities

All staff are responsible for the following safe work procedures and instructions:

6.1 EMPLOYEES MUST

- cooperate with the University in relation to activities taken by the University to comply with OHS and EHS legislation.
- comply with the OHS and EHS manuals
adopt work practices that support OHS and EHS programs

take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace

seek guidance for all new or modified work procedures

ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor

participate in meetings, training and other environment, health and safety activities

not wilfully place at risk the health or safety of any person in the work place

not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

6.2 SUPERVISORS ARE RESPONSIBLE FOR:

- developing new work procedures, as required, in conjunction with relevant persons
- providing all staff with relevant OHS and EHS information in an appropriate manner
- providing personal protective equipment and clothing if hazards cannot be fully eliminated
- providing adequate supervision through technical guidance and support
- identifying and controlling hazardous conditions
- providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ensuring that all accidents and incidents are reported

6.3 MANAGERS AND SECTION HEADS ARE RESPONSIBLE FOR:

- maintaining compliance with all OHS and EHS policies and procedures by regular performance review
- conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required
- ensuring that all staff, including contractors under local control, are appropriately inducted
- providing relevant OHS and EHS information and ensuring appropriate training;
- identifying health monitoring needs, in consultation with the Occupational Physician
- maintaining appropriate records as required by the University's Records Services Department
- ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS and EHS issues
- investigating all reported incidents and reporting to department heads all action taken to prevent a similar occurrence