

DUTY STATEMENT

Role: Student Ambassador

Staff Liaison: Student Recruitment Officer
Marketing & Corporate Communications

Date of Preparation: Jan 2010

PRIMARY OBJECTIVES

1. Represent NMIT at a range of schools based activities that are organised by the Student Recruitment Officer
2. Provide NMIT information regarding course options, facilities and support services to prospective students.

ORGANISATIONAL ENVIRONMENT

NMIT provides vocational education, training and specialist higher education qualifications and is committed to providing a comprehensive range of general and specialist courses.

NMIT is a distinctive provider of high quality, vocationally oriented and applied programs from certificate to degree level producing graduates who are work ready and employable.

The Marketing & Corporate Communications department at NMIT coordinates a range of NMIT relationship management activities including the Student Ambassador program.

Terms of Reference

1. Students must be current NMIT students – i.e. enrolled in a full time or part time NMIT course at the time of application
2. There will be a maximum of 15 students participating in the program at any given time
3. Students will be selected for an interview based on the application form. Interviews will be conducted by a panel (selected by Marketing & Corporate Communications)

4. Suitability for the program will be determined by the panel after assessing initial application forms – consideration will be given to availability, campus location, duties willing to undertake etc.
5. Successful applicants MUST provide their availability on a semester by semester basis. Personal work related commitments should be factored into availability.
6. Successful applicants will be employed by Marketing & Corporate Communications on a casual basis and hourly rate of \$15 for their first year and \$20 for second year participants. Superannuation will be paid only when casuals earn \$450 per month (before tax).
7. All Ambassadors are required to undertake training prior to commencement of duties.
8. Any Ambassador who fails to fulfil the roles of the position will be dismissed from the program.
9. Students, who have had their enrolment terminated from NMIT, are no longer eligible to participate in the program.
10. Recruitment for the Ambassador program will take place on an annual basis (February).
11. It is expected that Ambassadors will make their own way to the events in which they are participating. Only in exceptional circumstances will travel costs be reimbursed.
12. It is expected that Ambassadors be punctual, reliable (at least 24 hours notice is required if unable to fulfil commitment) and be a positive and enthusiastic spokesperson for NMIT.
13. It is the responsibility of Ambassadors to find a replacement (another Student Ambassador) if they pull out of an event (they have committed to) less than 4 days before the event.
14. All Student Ambassadors must obtain a Working with Children Check. More information: www.justice.vic.gov.au/workingwithchildren

Responsibilities of Student Ambassadors

1. Participate in presentations about NMIT, its programs and facilities to a variety of audiences such as secondary school teachers, secondary school students and parents.
2. Promote campus facilities by conducting campus tours for secondary school students and teachers.

3. Represent NMIT at a variety of schools based activities that may include (but are not limited to) the following: school expos, major careers expos, school talks, TIS (Tertiary Information Service) campus visits and other NMIT specialist events such as the Career Advisors Day.

Responsibilities of the Student Recruitment Officer

1. Plan and co-ordinate the Student Ambassador program and associated events.
2. Ensure that the budget allocation for the Ambassador program is effectively used.
3. Select Ambassadors for the program.
4. Provide training to students participating in the program to ensure they are able to competently represent NMIT at schools based events.
5. Provide appropriate paperwork to payroll relating to the engagement of casuals.

Benefits for participants

1. Added leadership experience to include on resume
2. Hourly rate of pay for first year \$15, second year \$20
3. Professional development and training provided
4. Contributing to the NMIT community

Ambassador qualities

1. Verbal presentation skills, confidence and punctuality!!
2. Excellent communication skills both written and verbal
3. Well developed interpersonal skills
4. Organisational and time management skills
5. The capacity to develop a sound knowledge of the TAFE education sector, more specifically a sound knowledge of course options, facilities and support services available at NMIT.
6. Availability and willingness to work outside normal business hours.