



Position Description

College/Division:	College of Arts and Social Sciences
Faculty/School/Centre:	CASS Administration
Department/Unit:	Marketing and Communications Office
Position Title:	CASS Student Ambassador
Classification:	ANU Officer 2/3
Position No:	22132
Responsible to:	Marketing and Recruitment Coordinator, CASS Marketing and Communications Office
Number of positions that report to this role:	Nil.
Delegation(s) Assigned:	Nil.

PURPOSE STATEMENT:

The ANU College of Arts and Social Sciences (CASS) Student Ambassador program is an exclusive opportunity for ongoing ANU students to become actively involved in the promotion of arts, humanities and social sciences disciplines.

Student Ambassadors are current domestic or international students (either undergraduate or postgraduate) who are selected and trained to represent CASS at various events around Australia, and to assist the Marketing and Communications Office in event coordination and administration.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Our team of Student Ambassadors are expected to be available on a casual part-time basis to support the recruitment efforts of the CASS Marketing and Communications team.

Ambassadors will share their knowledge and experiences of studying Humanities, Arts and Social Sciences at ANU with prospective students at recruitment events, provide support to the CASS Marketing and Communications Office at exclusive college events, and provide editorial content for use in promotional materials. They will also be expected to provide occasional administrative support in the Marketing and Communications Office.

Ambassadors will receive training in recruitment knowledge as part of their ambassadorship, while also gaining professional and on-the-job experience.

Ambassadors must be current ANU students, and be willing to travel and work non-standard hours.

Role Statement:

Under the guidance of the Marketing and Recruitment Coordinator, CASS Student Ambassadors will be expected to positively project CASS programs at ANU to prospective students, parents and teachers.

As a member of the CASS Marketing and Communications team, an Ambassador will:

- Attend a training and development day.
- Work at the ANU Open Day.
- Assist with the College's preparation for ANU Open Day, including event preparation, set-up and pack down.
- Be willing to be profiled, photographed and videoed for ANU promotional activities.
- Represent the College and/or deliver presentations at local and national recruitment events, including large tertiary expos, ANU Advisory sessions, school visits and on-campus events.

- Assist the Marketing and Communications Office in the marketing, recruitment and communication endeavours of the College.
- Provide high-level customer service skills and demonstrate the ability to work with a range of people.
- Have excellent oral and written communication skills, including a demonstrated ability to speak in public.
- Demonstrate a high level of proficiency and aptitude with key social media platforms (Facebook and Instagram).
- Provide advice on the student experience to prospective students at tertiary information sessions and ANU events.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunities.

SELECTION CRITERIA:

Complete the online application.

To be eligible for the CASS Student Ambassador Program, applicants must:

- Currently be enrolled in an ANU College of Arts and Social Science degree program (can be part of a Flexible Double or Vertical Degree for undergraduates, or a postgraduate/HDR program).
- Have achieved an average academic performance of 60% or above across completed classes to date.
- Have or be able to obtain a *Working with Vulnerable People* clearance.
- Not be currently employed as a Student Ambassador by another college or central area within ANU.

The online application will ask you to respond to the following questions. Please use full sentences in your answers (Minimum 100 words per question).

1. Why did you choose to study at ANU?
2. What inspired you to choose the degree you're currently undertaking?
3. What do you like most about the degree you've chosen?
4. In addition to studying, what have been the best aspects of your time at ANU so far?

Please upload a copy of your CV prior to the completion of your online application.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Arts and Social Sciences	Dept/School/Section	Administration
Position Title	CASS Student Ambassador	Classification	ANU Officer 2/3
Position No.	22132	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:		Date:	
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