

Position Description



JCU Student Ambassador, Indigenous Education & Research Centre

Position Number	Generic Casual PD
Campus Location	Townsville, Cairns, Thursday Island & Mount Isa
Classification	Higher Education Worker Level 1
Hours per Week	Fluctuating
Nature of Employment	Casual
Reports To	Indigenous Student Recruitment & Marketing Advisor
Supervisor Position Number	6000016268
Number of positions supervised	Nil
Date Last Reviewed	August 2017
Evaluation Approval Number	

Position Overview

JCU Student Ambassadors will help promote JCU and the opportunities available within higher education to potential students, including those who might not otherwise consider applying to higher education. In particular, this includes students from low socio-economic backgrounds, Indigenous students, and students from other target equity groups.

With general direction and training, JCU Student Ambassadors will help to deliver informative, inspiring and fun sessions to primary, secondary and mature students, where applicable. The focus of these sessions will be raising aspiration for post-school learning and raising awareness of university life, in particular the experience that JCU has to offer. Student Ambassadors will be expected to use their personal experiences to talk about educational opportunities and the benefits of higher education.

Office of the Senior Deputy Vice Chancellor

The Senior Deputy Vice Chancellor (SDVC) has responsibility for the Academic Divisions, the Division of Research and Innovation, and Australian Aboriginal and Torres Strait Islander affairs at the executive level. The SDVC is the standing deputy to the Vice Chancellor. As the senior officer in the Division of Research and Innovation, the SDVC is responsible for developing and implementing

research policy and providing leadership in research. This involves promoting collaboration with Government, industry, publicly funded research agencies and universities.

Indigenous Education & Research Centre

In collaboration with the University's divisions, colleges and directorates the Indigenous Education & Research Centre will provide a whole of university approach to our engagement with Australian Aboriginal and Torres Strait Islander students, staff and communities.

The Centre will provide leadership and co-ordination around student support, employment opportunities, curriculum and research relating to Australian Aboriginal and Torres Strait Islander people and community events. It will also be a place where Australian Aboriginal and Torres Strait Islander students, staff and community feel safe and respected.

A core pillar of the Centre's work will be the development of an integrated framework to support Australian Aboriginal and Torres Strait Islander students by raising their aspiration to attend university, developing pathways and transition to university, supporting them through their course of study assisting with career planning upon graduation and maintaining contact with alumni. Through this approach we aim to improve access, participation and success for Australian Aboriginal and Torres Strait Islander students and bring about enduring benefits to their communities.

While the initial focus of the Centre is to consolidate and develop our strengths in Australian Aboriginal and Torres Strait Islander learning, teaching and research within the northern Queensland region, our ambition is to extend the scope and reach to include comparative international studies, with a focus on Indigenous people in the tropics.

Organisational Charts

[James Cook University](#)

Office of the Senior Deputy Vice Chancellor

Indigenous Education & Research Centre

Principal Accountabilities

1. Assisting to run stands and/or workshops to promote JCU and tertiary education at a range of open days, school visits, career markets, community events, etc.
2. Deliver JCU campus tours to school and community groups or other visitors as required.
3. Under routine supervision deliver a range of teambuilding and ice-breaker sessions, and workshops and/or presentations in schools and/or on-campus.
4. Help to raise the aspirations of students towards tertiary education, by providing a role model example.
5. Assisting and delivering at other events, such as Summer and Winter programs run by the Centre.
6. Providing information / feedback to JCU supervising staff regarding the value of the activities delivered or events attended.
7. Student Ambassadors will be required to work under routine supervision (in ambassador pairs) on some events, including delivering in schools.

8. Student Ambassadors are expected to use their judgement and act as a positive representative of JCU, and as an excellent role model for the value of education at all times.
9. Support the University's commitment to the principles of [reconciliation](#), which exemplify respect for Aboriginal and Torres Strait Islander heritage and the valuing of justice and equity for all Australians.
10. Demonstrate a commitment to the University values.
11. Support the principles of the TropEco program and engage in commitment to JCU sustainability goals and objectives.

Descriptors

There are generic responsibilities that apply to all James Cook University staff. Your specific level descriptor can be found at:

Professional and Technical

Level 1

Generic Accountabilities

There are generic responsibilities that apply to all James Cook University staff.

1. The ***Student Ambassador*** is required to observe the lawful and reasonable directions, policies and decisions of the University Council, understand and comply with the Enterprise Agreement, the Statutes and Rules of the University, the policies and decisions of the University Council and other appropriate University authorities, as in force from time to time.
2. The ***Student Ambassador*** is required to demonstrate a personal commitment to ensure personal safety and the safety of others and contribute to the continuous improvement of our WHS performance. This includes the effective implementation and compliance with James Cook University WHS policies, procedures and safe systems of work, together with all relevant legislation, duties and obligations. Contribute to the continuous improvement of our WHS performance.
3. The ***Student Ambassador*** is required to exercise proper discretion in all matters affecting the well-being of the University which involve public writing or speaking in accordance with the University's [Code of Conduct](#).

Special Conditions

- This position is a designated position for Australian Aboriginal and Torres Strait Islander people. The successful applicant must be an Australian Aboriginal and/or Torres Strait Islander with culturally relevant expertise and knowledge.
- A current working with children "Blue Card" will be a requirement of this position.
- This position will be required to travel intrastate (at JCU cost) as and when required.

Selection Criteria

Selection and appointments will be assessed against selection criteria.

Essential

1. Enrolled as a student (2nd year at least) at JCU with academic good standing.
2. Be prepared and be able to make a commitment to act as a Student Ambassador for at least 12 months - subject to satisfactory performance review by supervising staff.
3. Be able to communicate and work effectively with young people from a range of backgrounds and ages.
4. Have a flexible approach and be available to work occasional hours during term time and vacations (including evening, overnight and weekend).
5. Be willing to commit to attending the Training Program (dates to be advised).
6. Be enthusiastic, motivated, friendly and approachable.

Desirable

1. Have experience with presentations and leading discussions.
2. Have experience in working with or in teams and/or leading teams.
3. Have an awareness of the education system and the process of applying to higher education institutions in Australia and in particular in Queensland.

How to Apply

To be considered for this opportunity, please email a one page covering letter, your resume, and a two page document addressing the Selection Criteria to ierc@jcu.edu.au. If you have any questions about this role, please contact Simone Markham on (07) 4781 5599 or email simone.markham@jcu.edu.au