

## ROLE DESCRIPTION

### INTERNATIONAL STUDENT RECRUITMENT ALUMNI AMBASSADOR (VOLUNTARY POSITION)

Date

2016/03

The University of Sydney Office of Global Student Recruitment and Division of Alumni and Development are seeking recent graduates to share their University of Sydney story with future students, by becoming Student Recruitment Ambassadors.

#### Alumni Relations at the University of Sydney

The University of Sydney is a large and diverse institution with a broad range of disciplines. We thrive on the strong shared identity that binds us together as a community, it is this identity that shapes our strategic vision.

Our mission is to create a mutually beneficial Alumni Relations program that will strengthen and engage the alumni community and support the University's vision for years to come.

#### Student Recruitment

The University of Sydney's Strategic Plan commits the University to creating a seamless student experience from first enquiry to alumni engagement. This includes recruiting the most talented students; from a diversity of backgrounds; through a variety of channels and means into as broad a set of destination faculties and schools.

The **Global Student Recruitment Team** is responsible for delivering the University's objectives in relation to recruiting and admitting outstanding domestic and international students across all programs and courses. The team liaises with external partners and internal stakeholders to deliver high quality recruitment activities and events; admissions and compliance practices and specialised international services from early outreach through to the point of enrolment.

<b>Volunteer role title</b>	International Student Recruitment Alumni Ambassador.
<b>Purpose of the position</b>	As an Ambassador promote and raise the profile of the University of Sydney. Work alongside Student Recruitment staff, at information sessions, education exhibitions, school visits and other activities. Support recruitment efforts by sharing your firsthand experience of studying at the University of Sydney with prospective students.
<b>Location</b>	<ul style="list-style-type: none"> <li>• China</li> <li>• Hong Kong</li> <li>• Canada</li> <li>• USA</li> <li>• Singapore</li> <li>• India</li> <li>• Indonesia</li> <li>• Japan</li> <li>• Malaysia</li> <li>• South Korea</li> <li>• Thailand</li> <li>• Vietnam</li> </ul>
<b>Duration</b>	Three years.
<b>Hours</b>	To be discussed with successful volunteers on a case by case basis, but no more than a few hours per month.

<p><b>Key contacts</b></p>	<p>Alumni Volunteer Engagement Team University of Sydney Student Recruitment.</p>
<p><b>Principal duties and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Attend recruitment exhibitions and information sessions with University of Sydney staff.</li> <li>• May be asked to prepare and deliver a speech or sit on a panel to promote The University of Sydney to a wide range of audiences.</li> <li>• Professionally promote the University of Sydney to potential students.</li> <li>• Act as an Ambassador of the University at recruitment events and abide by the Universities “Code of Conduct”.</li> <li>• Offer informal and practical advice to prospective students on different aspects including University programs, studying in Australia, life in Sydney and transition to employment.</li> <li>• Refer prospective students to appropriate officers.</li> <li>• Advocate on behalf of the University and promote student/alumni engagement.</li> </ul>
<p><b>Desirable skills and attributes</b></p>	<ul style="list-style-type: none"> <li>• University of Sydney alumni who have graduated in the last five years.</li> <li>• Positive and constructive attitude and ability to contribute to a positive University of Sydney culture.</li> <li>• Well-developed presentation and communication skills, ability to present in front of large and small audiences.</li> <li>• Personable and approachable manner.</li> <li>• Ability to motivate potential students to apply to the University of Sydney to study.</li> <li>• Commitment to promoting the mission and vision of the University.</li> <li>• Ability to build productive and transparent partnership with University staff.</li> </ul>
<p><b>Benefits of the role</b></p>	<ul style="list-style-type: none"> <li>• Volunteer experience.</li> <li>• Further develop your communication skills.</li> <li>• Expand your alumni network.</li> <li>• Make a meaningful contribution to our University, its alumni, students and stakeholders.</li> </ul>