Position Title: Faculty of Arts Ambassador
Role type: Volunteer
Date: January 2020 to December 2020

POSITION PURPOSE

Faculty of Arts Ambassadors provide support to the Faculty in two ways: a) by mentoring commencing Monash University undergraduate students to support their transition to university and help them succeed in higher education, and b) by representing the Faculty of Arts as Student Champions at major Faculty and university activities such as Open Day and Orientation week.

As Mentors, Ambassadors support their mentees to build professional connections and social networks within the university, encourage them to participate in a full range of co-curricular and enhancement activities, and foster resilience by supporting mentees to find the resources they need and to seek help when required.

As Faculty Student Champions, Ambassadors represent the Faculty at university level events in roles such as directing and advising students and visitors, supporting staff, hosting campus tours, and speaking at seminars and presentations.

REPORTING LINE

Faculty of Arts Student Experience Coordinator

KEY RESPONSIBILITIES

- Provide ongoing mentoring support to a small group of commencing students through a series of face-to-face and online interactions through the mentoring platform.
- Use personal university experience to provide guidance to mentees and refer mentees to further support services when required.
- Utilise an online mentoring platform to ensure mentees are provided with support and reminders at relevant times across the year.
- Attend faculty peer mentoring events and provide support where required.
- Complete program evaluation surveys as required.
- Represent the Faculty at faculty- and university-level events
- Be a positive representation of Monash University at all times.

MENTOR SKILL SET

Ambassadors will develop the following skills in this role:

- Leadership
- Mentoring
- Communication
- Problem Identification and Solutions
- Intercultural Competence
- Planning and Organisation
VOLUNTEER COMMITMENT

- Complete mentor and leaders induction training at the Faculty’s PAL camp in February
- Minimum 30 hours mentoring across the duration of the academic year
- Attend PAL Program activities and events
- Participate in faculty and university level events such as Orientation Week and Open Day

RECOGNITION

Ambassadors will receive a co-curriculum unit on their Australian Higher Education Graduation Statement to demonstrate their participation in the program.

Ambassadors will have ‘Faculty Peer Mentor’ added as an activity to their Student Futures account and be supported to articulate the skills and competencies developed through the program in a professional context.

Ambassadors will be invited to attend a range of further professional development and networking events across the duration of the program and encouraged to participate in programs where they can be mentored by alumni and industry professionals.

LEGAL COMPLIANCE

Ambassadors must ensure they are aware of and adhere to legislation and University policies relevant to the duties undertaken, including:

- Peer Mentoring Code of Conduct
- Monash University Student Charter
- Child Safe Standards Framework
- Ambassadors must hold a valid Working with Children check.