

POSITION DESCRIPTION

Position Title:	Outreach Ambassador (Country Universities Centre, Snowy Monaro)
Business Unit:	Student Life
Appointment Level:	UC Level 4 (Casual)
Reporting To:	Manager, Student Equity and Participation, via Country Universities Centre Snowy Monaro (CUCSM), Education Coordinator
Number of Direct Reports:	0
Delegation Band:	
Position Number:	

THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has recently established its long-term ambitions through its new decadal strategy: *Connected*. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

OUR PURPOSE AND VALUES

Our [purpose and values](#) are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

GALAMBANY

Together we work to empower, connect and share knowledge with our people, cultures and places



BUSINESS UNIT OVERVIEW

Student Life is dedicated to providing an outstanding and integrated UC student experience through the provision of high-quality services and programs that support students' educational goals and enrich their social and cultural university life. Student Life comprises of InclusionUC, Wellbeing and Support, Student Equity and Participation, Student Retention – and together constitutes a great proportion of UC's student support services which aim to enhance the transition, engagement, and overall study experience of UC's student population to ensure student wellbeing and success.

POSITION PURPOSE

Operating under the direction of the Manager, Student Equity and Participation, and reporting via the Education Coordinator, CUCSM, the Outreach Ambassador will provide key support in the design and delivery, of outreach and community engagement initiatives in the Cooma, NSW region. Programs and activities are focused on initiating meaningful engagement to support careers learning and development and increase awareness of and aspiration towards higher education, associated careers and pathways.

The successful candidate will work with the University of Canberra and the CUC Snowy Monaro to co-design and deliver workshops and activities for participants from diverse backgrounds, including primary and secondary school students and their families, participants from Low SES and/or rural and regional areas, Aboriginal and Torres Strait Islander people, and non-school leavers.

PRIMARY RESPONSIBILITIES

The occupant of this position will be required to:

1. Support the design of workshops, activities and events to increase awareness of and aspiration towards higher education, associated careers and pathways;
2. Facilitate workshops and activities for diverse participants on campus and in school/community settings;
3. Contribute to the organisation and management of program resources and equipment;
4. Undertake liaison and activities on behalf of the University with relevant networks and stakeholders as directed;
5. Perform other job-related duties as required, consistent with the classification of the position.

A day in the role may involve:

- Stakeholder engagement in a variety of settings
- Sharing lived experience as a current student with strong ties to the Cooma region
- Co-designing and facilitating interactive workshops, targeted at school students and the wider community
- Assisting with event planning, coordination, and other administrative tasks.
- Representing CUC Snowy Monaro and the University of Canberra at community events

TO APPLY:

- Please send a Statement addressing the Position Description and your current resume to aspireUC@canberra.edu.au
Please contact CUC Snowy Monaro for further information about the role. **m** 0472 737 143
e recruitment@cucsnowymonaro.edu.au

KEY CAPABILITIES

Key Capabilities	Descriptors
1. Leadership	<p>1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.</p> <p>1.2 Connects the University Strategic Plan with the Portfolio and reinforces connections with other staff.</p> <p>1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.</p> <p>1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.</p>
2. Effective Communication	<p>2.1 Adjusts message and delivery appropriate to audience.</p> <p>2.2 Listens to others and effectively communicates ideas.</p> <p>2.3 Produces accurate and effective information in a timely and efficient manner.</p> <p>2.4 Influences and negotiates persuasively.</p>
3. Collaboration	<p>3.1 Creates opportunities for communities of work colleagues.</p> <p>3.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>3.3 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.</p>
4. Delivers results	<p>4.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>4.2 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</p> <p>4.3 Responds effectively to changing circumstances and prioritises.</p>
5. Business Acumen	<p>5.1 Understands the purpose of own position and how this contributes to the objectives of the University.</p> <p>5.2 Manages resources effectively.</p> <p>5.3 Understands the commercial context the University operates in.</p>
6. Service	<p>6.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.</p> <p>6.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.</p>
7. Digital Literacy and Innovation	<p>7.1 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.</p> <p>7.2 Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.</p> <p>7.3 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.</p> <p>7.4 Appreciates the legal, ethical and security guidelines in the management, access and use of data.</p>



While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:

- comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation
 - cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers
 - assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability
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