

Position Description

Position Title	Waikato OE Student Ambassador
Department/School	Global Experiences, International Office
Reports to (Title)	Regional Manager – Global Experiences/USA
Direct Reports	None
Functional Relationships with	<p>Internal to University of Waikato:</p> <ul style="list-style-type: none"> • University of Waikato and staff • Other Waikato Student Ambassador/s <p>External to University of Waikato:</p> <ul style="list-style-type: none"> • Guests and visitors to University events

About Waikato OE

Waikato OE is the University of Waikato's outbound mobility programme. We offer opportunities for students to enhance their skills, academic potential and employability through exciting and diverse international opportunities, such as a trimester exchange.

Main Purpose of Job

Knowledgeable Resource	<ul style="list-style-type: none"> • Represent Waikato OE at campus-wide events and/or programme specific event • Proactively engage with prospective students who are interested in a Waikato OE programme • Exhibit detailed knowledge of Waikato OE programme offerings • Take advising sessions (30mins) with prospective students over cultural hour and when the Regional Manager is away on work travel
Social Media/Marketing	<ul style="list-style-type: none"> • General responsibility for the Waikato OE social media pages, with support from the Regional Manager • Create and curate content on the Waikato OE social media pages to promote Waikato OE programmes • Develop strategic quarterly plans for the Waikato OE social media pages • Other projects, depending on need, interest and expertise
Administrative Duties	<ul style="list-style-type: none"> • Support with maintenance of the Waikato OE programme portal (TerraDotta) • Ad hoc support as required

	<ul style="list-style-type: none"> • Complete administrative duties (i.e. timesheets) in a thorough and timely manner
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Knowledge, Skills and Personal Qualities	
Education/Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Currently enrolled at the University of Waikato
Experience	<p>Preferred</p> <ul style="list-style-type: none"> • Experience using social media platforms; Facebook and Instagram • Confident using <i>Canva</i> to develop visually stimulating social media content • Experience travelling abroad and/or a strong interest in travel and other cultures
Attributes and Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Ability to work collaboratively and operate effectively within a team context • Highly developed interpersonal skills with a demonstrated ability to relate to event participants. • Ability to model appropriate behaviour for participants and fellow Ambassadors <p>Preferred:</p> <ul style="list-style-type: none"> • Strong organisation and self-management skills • Mature, confident, approachable and outgoing • Ability to demonstrate adaptability, enthusiasm, flexibility, and creativity • Strong written and verbal communication skills