



POSITION DESCRIPTION

TRIM 2018/331623

Position Details

Position Title: City of Sydney International Student Ambassador

Program: International Student Leadership and Ambassador 2018-20 Program

Program Overview

The **International Student Leadership and Ambassador (ISLA) 2018-20 Program** aims to increase the positive experience of all international students through training international student ambassadors to actively participate in the city life and build Sydney's reputation as a preferred destination to study. The ISLA program offers free training, work integrated learning and volunteering opportunities to enhance international student leadership skills and experience, which become transferable to their future careers. Participants also have an opportunity to make new friends, build a local support network and develop a sense of belonging while getting involved in local events and activities.

Position Objectives

- To work with the City of Sydney to develop projects and events that meet the needs of international students;
- To actively develop strategies/projects to encourage interaction between international and local students;
- To take ownership of the Ambassador role by actively seeking opportunities to pass on important information on safety and well-being, work experience opportunities, City of Sydney events and international student support services;
- To act as a source of information for prospective and recently arrived international students regarding questions about studying and settling in the City via social media and in person;
- To participate in media interviews and speak at international student forums, seminars and events to increase visibility of international students in the local community and raise awareness of challenges experienced by this community group;
- To contribute to research and reports as part of the City of Sydney's International Students Consultation Group.

Nature of the Role

The City of Sydney International Student Ambassador is an honorary and voluntary (unpaid) position. You will receive a variety of free training and networking opportunities. No pay will be offered to ISLA program participants.



Eligibility

You are eligible for the ISLA Program if you meet the following requirements:

- You are living, studying, working in and/ or regularly visiting the City of Sydney Local Government Area;
- You are 18 years or older;
- You are an international student currently enrolled in a course provided by registered higher education provider in Australia;
- You hold a valid Australian student visa for the duration of the ISLA program from 10 November 2018 to 30 June 2020; and
- You are able to commit to the program and the attendance requirements from 10 November 2018 to 30 June 2020.

Program Requirements

Successful completion of the program requires:

- **100%** attendance during Stage 1 from 10 Nov 2018 to 30 Jun 2019
Stage 1 involves program orientation and compulsory trainings;
- Attendance at the ISLA Program Induction Ceremony in Mar/Apr 2019 (TBC);
- Minimum **80%** attendance at the ISLA meetings during
 - Stage 2 (1 Jul 2019 – 31 Dec 2019), and
 - Stage 3 (1 Jan 2020 - 30 Jun 2020);Stage 2 and 3 involve project planning, implementation and leadership reflection workshops and ISLA-run events;
- Minimum **20 hours** of volunteering work **per stage** for the City of Sydney, government organisations, education institutions, student council and societies, charities, non-for-profit organisations and community groups in Sydney;
- Volunteering at the Lord Mayor's International Student Welcome in 2019 and 2020; and
- Attendance at the ISLA Program Completion Ceremony in Jun/Jul 2020 (TBC).

Selection Criteria

- Have previous leadership experience and/or volunteering experience in Australia or overseas (e.g. participating in a student society or volunteering for a local charity)
- Have good communication skills and intermediate-level or above proficiency in spoken and written English
- Have good organisation and time management skills; be reliable and punctual
- Be self-motivated and proactive, able to work independently as well as part of a team.
- Possess knowledge of the City of Sydney, international student issues, support services and programs for international students
- Possess a positive attitude and high level of commitment about participating in the program, demonstrate high level of professionalism such as being punctual, reliable, and accountable to one's actions and a good team player
- Ability to meet the ISLA program workload and time commitment requirements.



Benefits to ISLA Ambassadors

- Receive free training on leadership skills, cultural intelligence, event/project management, public speaking, strategic planning and effective communication
- Gain valuable workplace experience through work integrated learning and volunteering
- Opportunity to work with other team members across different cultures and disciplines
- Participate in a number of high profile City of Sydney events
- Opportunity to make new friends, build a local support network and develop a sense of belonging while getting involved in local events and activities
- Receive ongoing mentoring and support from program staff and the ISLA Alumni
- Receive an official Program Completion Certificate and a reference letter outlining details of your contributions upon successful completion of the ISLA Program.

How to apply

Please read the *Position Description* carefully and make sure you are able to meet the program requirements and selection criteria before applying.

There will be a 3-stage selection process for the ISLA 2018-20 program. Your demonstrated commitment, professionalism and attitudes to fulfil the program requirements through successful completion of the online application, group assessment and one-on-one interview will be taken into account.

1. Online application

You need to submit your ISLA 2018-20 program application by Sunday 2 September 2018.

2. Group project

Eligible applicants will be invited to volunteer on an international student related project on Saturday 15 September 2018 or Saturday 22 September 2018 to assist with the event implementation. Your tasks will also include helping to promote the event through your personal/professional networks and social media prior to the event dates. You will be assessed on your professionalism, teamwork, communication, leadership skills throughout the event and the effort and effectiveness during promotion.

3. Interview

Applicants will be shortlisted for a final one-on-one interview after the group project. Individual interviews will be carried out from Monday 17 September 2018 to Friday 28 September 2018.

We will notify you the outcome of your application via email by Friday 5 October 2018. Successful applicants will be invited to the ISLA 2018-20 Meet & Greet event on Saturday 10 November 2018.

For further enquiries, please email ISLA@cityofsydney.nsw.gov.au or contact Susana Ng, Senior Social Programs Officer on 02 9246 7874.

Applications close on Sunday 2 September 2018.