Waikato OE Student Ambassador

The Study Abroad and Exchange team are responsible for managing the Waikato OE outbound student exchange programme at the University of Waikato. Currently we send approximately 90 students overseas each year for one or two semesters as part of their degree. We are looking to increase outbound numbers by raising awareness of the Waikato OE programme across campus. In order to convert student interest into more students studying overseas, word of mouth will be essential. Personal testimonials from returned Waikato OE students are key to helping us achieve this goal.

Key Tasks

- Work with the International Officer – Study Abroad & Exchange to develop an Ambassador Plan to raise awareness of the Waikato OE based upon your own student networks. These can include your faculty, sports clubs, societies, teams, positions of responsibility and any other suitable networks.
- Assist with key recruitment and promotional events such as the annual Waikato OE Exchange Fair (A semester) Student Mixer and Waikato OE Info Session (B Semester)
- Lead campus tours for international delegations.
- Give presentations to a variety of audiences as agreed upon in your Ambassador Plan.
- Assist with Pre-Departure briefing for outgoing students.
- Be available through agreed channels (e.g. Facebook) to prospective exchange students and promptly reply to any questions.
- Promote the Waikato OE through tabling on Village Green and at the Student Centre at agreed upon times during term time.
- Run Wednesday Student Advising drop in sessions for students interested in exchange.
- Assist with project work in the Study Abroad and Exchange office as required.

Skills and Knowledge

- Excellent communication skills.
- Confident public speaking and presentation skills.
- Excellent organisational and time management skills, with the ability to multi-task and prioritise work.
- Ability to exercise appropriate judgment, be self-motivated and pro-active, and accept responsibility.
- Good interpersonal skills and the ability to deal with people from a variety of backgrounds and cultures.

Personal Qualities

- A friendly, outgoing personality and ability to share your exchange experience in a professional and positive manner with Waikato students.
- Ability to work on own initiative and as part of a team.
- Flexibility in responding to conflicting demands and changing circumstances.
- Attention to detail, reliability and ability to meet deadlines.
- Willingness to attend some evening and weekend events.

Important Notes

- The position will be for two full semesters and will require a commitment of approximately 2-5 hours per week. This may vary depending on recruitment events and the time of year.
• You must be available to attend a training session on Wednesday 7 March 1-3pm and assist with the Waikato OE Student Exchange Fair on Thursday 15 March.
• Interviews will be held on campus the week commencing 29 January.