

Alumni Ambassador – Position Description

Role

Why become an Alumni Ambassador?

Alumni Ambassadors play an active and integral role in helping ANZSOG showcase its foundation courses to prospective students who, a) may be considering applying for a course but wish to speak to someone who can advise them, or b) may not know about ANZSOG and what we offer (including programs outside of our foundation courses). Ambassadors play an important part in raising awareness about ANZSOG within their own workplaces and jurisdictions as well as within the wider public sector and general community.

It's beneficial for current students to not only see or speak to an Ambassador before they make the decision to study at ANZSOG, but during their student journey as well. Your expertise and work experience as practitioners allows students to understand how you've applied the specialist skills and knowledge learnt from your ANZSOG course and the ways in which it has benefitted you in your chosen career. Being exposed to a wide variety of paths, some of which they may not have previously considered, can be a transformational experience for students (and Ambassadors).

Becoming an ANZSOG Alumni Ambassador is about giving back to the next generation of ANZSOG alumni and sharing the crucial skills and knowledge you learnt on your own ANZSOG journey, which can be life changing for students.

What is the role of an Alumni Ambassador?

Anyone who successfully completes a foundation education course - ANZSOG's Executive Master of Public Administration (EMPA), Executive Fellows Program (EFP) and Towards Strategic Leadership (TSL), or the Deputies Leadership Program (DLP) or an international program, automatically becomes a member of ANZSOG's alumni community.

New graduates are encouraged to remain connected to ANZSOG, and each other, when they join our alumni community, to benefit from the lifelong learning opportunities and access to networks that ANZSOG offers to all alumni. Alumni who have completed an ANZSOG course outlined above are eligible to be considered for the [Alumni Ambassador program](#) (a flexible two-year term which is annually reviewed).

Alumni Ambassadors have a 'recruitment focus' at ANZSOG and, as graduates themselves, are well-placed to mentor and advise potential and current students on their ANZSOG experience and welcome them into the alumni community.

Duties may include:

- Speaking at or hosting an ANZSOG event i.e. (EMPA/TSL/EFP/DLP) subject lead panel events, Inductions, Graduations, [Thought Leadership events](#), [Regulators events](#) and [conferences](#).
- Participating in ANZSOG marketing and communications activity i.e., testimonials, profiles, student recruitment campaigns, focus groups, communicating with prospective students (program-specific)
- Mentoring or supervising current EMPA students on Work Based Project (WBP) placements.

What is the time commitment required to be an Alumni Ambassador?

The time commitment will vary according to the activity. For example, you may be approached as a speaker for a one-hour online discussion and Q&A session, be video interviewed and photographed for a three-hour creative campaign shoot or you may be involved in a longer-term project e.g., mentoring a student over a period of weeks or months.

ANZSOG will endeavour to ensure we approach Ambassadors with requests that are specific and tailored as much as possible to your respective level, department, jurisdiction and area of interest/expertise. We understand Ambassadors may be time-poor and not always able to participate in opportunities due to time of year, workload, or outside commitments.

While the Alumni Ambassador program will be annually reviewed to ensure Ambassadors remain fit-for-purpose and are actively engaged with ANZSOG and the alumni community, Ambassadors may opt out of the program at any stage if their personal or professional circumstances change and on notifying the ANZSOG Engagement Coordinator. Ambassadors may also temporarily opt in and out of the Alumni Ambassador program over the course of their two-year term if work, family, or study (or other) responsibilities prevent them from committing during the entire 24-month period.

Other alumni activity

- Remaining engaged with ANZSOG on social media, particularly by identifying your ANZSOG education on your LinkedIn profile and engaging with the [LinkedIn Alumni group](#)

- Attending ANZSOG events and encouraging other ANZSOG alumni and non-alumni to attend (online or in person) or participate i.e., Bring a friend/refer a friend
- Communicating to people in your network about ANZSOG and informing ANZSOG about your (or other alumni) achievements as well as people/events connected, or of interest, to ANZSOG
- Participating in ANZSOG Alumni surveys and encouraging people in your alumni community to get involved.

What are required to do once you become an Alumni Ambassador?

Ambassadors will need to a) provide biography details and a photograph for their Ambassador profile to be listed on the ANZSOG website and b) ensure current details are updated - this can be done via the [ANZSOG website](#).

ANZSOG will assist Alumni Ambassadors by:

- Keeping you informed about ANZSOG and our future plans
- Including your bio and photo on the [ANZSOG website](#)
- Promoting your achievements and engagement opportunities
- Seeking Expressions of Interest from you to promote ANZSOG courses at events (online or in person)
- Engaging with you to initiate connections with prospective students, faculty or other ANZSOG staff and/or current course participants and events and identifying specific and relevant activity where you can be involved
- Promoting the Ambassador role through media and social media
- Promoting Ambassador opportunities to relevant Public or State Service Commissions, agency Learning and Development / Human Resources, Communications and Engagement staff and Senior Executives
- Continuing to review and seek feedback on the Ambassador program.

Ambassador qualifications

Any enthusiastic person who has completed the Executive Master of Public Administration, Executive Fellows Program, Towards Strategic Leadership, Deputies Leadership Program or an ANZSOG international program can register their interest to become an Alumni Ambassador.

We welcome applications from First Nations people, women, LGBTIQ+ people, people with a disability and people from culturally and linguistically diverse backgrounds as part of ANZSOG's commitment to diversity and inclusion recognising, respecting, and supporting the strengths of all members of society.

ANZSOG will consider all applications and will inform successful applicants via email.

The Alumni Ambassador program (as a whole) will be reviewed on an annual basis. Individual Ambassador two-year terms will allow for flexibility to opt in/out if needed or to withdraw from the program altogether if circumstances change and on notifying ANZSOG.

How to apply?

To express your interest in becoming an Alumni Ambassador 2023-24, please email your CV and one page statement answering the following questions 1. Why do you wish to become an Alumni Ambassador? 2. What skills or experience do you have that may be valuable for this role? i.e., public speaking, social media/digital, event management, coaching or mentoring etc. and 3. How will you be able to commit to the requirements outlined in this position description?

Please send your CV and statement to: alumni@anzsog.edu.au by 30th March 2023