Endeavour Student Ambassador Role

ENDEAVOUR EXHIBITION – Engineering and IT for the Future
Endeavour is Melbourne School of Engineering’s flagship event held in October annually to showcase the final year master’s student projects within the Engineering and IT departments. Student Ambassadors are engaged to assist the Endeavour Events Team with event tasks in the weeks leading up to and during Endeavour Day.

ROLE DESCRIPTION
The Endeavour Student Ambassador role will require Ambassadors to undertake a leadership position to supervise event day volunteers. This involves assisting with the recruitment process during the Volunteer Briefing Sessions and overseeing volunteer groups at the Endeavour Exhibition in the following areas: Information Desk, Volunteer HQ, Exhibition Marquee and promotional and marketing activities.

Ambassadors will also work together to assist the Endeavour Events Team with pre-event tasks relating to project student liaison, event set up and event administration. A small group of ambassadors will be required to usher guests for the Donor and Industry Viewing event which will take place in the evening after the Endeavour Exhibition.

TIME REQUIRED
Ambassadors must be available for the following key dates, which will be held on campus. The role will suit someone who is ideally available for at least one other pre-event task, which may take place either on campus or at Endeavour Project Headquarters in North Melbourne. The total time commitment will vary between 8 - 15 hours across weeks 4 - 12 of semester 2 (19 August 2019 - 25 October 2019), depending on each Ambassador’s roster and availability.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Ambassador Induction</td>
<td>Thursday 15 August 2019</td>
<td>1:00pm - 2:00pm</td>
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<tr>
<td>Volunteer Briefing Sessions</td>
<td>Tuesday 10 September 2019 or Thursday 12 September 2019</td>
<td>1:00pm - 2:00pm or 1:30pm - 2:30pm</td>
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<tr>
<td>Endeavour Exhibition</td>
<td>Thursday 24 October 2019</td>
<td>8:30am – 12:30pm or 12:30pm – 4:30pm</td>
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RESPONSIBILITIES
Preferences will be taken into consideration; however, tasks will be allocated based on your availability. Responsibilities and tasks Ambassadors may be required to complete include, but are not limited to (please see the following page):
Pre-Event
1-4 Ambassadors will be rostered to each task:
● Assisting the Endeavour Events Team with the facilitation of the Volunteer Briefing Sessions spanning across two days (all Ambassadors required)
● Assist with the project students photo shoot spanning across two days
● Reconciling project group poster information for printing and distribution
● Contacting guests in relation to their RSVP to the Endeavour Awards Night
● Preparing name badges for guests registered to attend the Endeavour Awards Night
● Assist project students during the Exhibition bump-in (set up)
● Other duties as required, consistent with skills and experience, as directed by the Endeavour Student Engagement Manager

On the day - Endeavour Exhibition
All student Ambassadors will be required to volunteer for the Endeavour Exhibition during a morning and/or afternoon shift. There will be 7 ambassadors allocated to each shift to:
● Coordinate the event’s volunteer registration; including the distribution of t-shirts and respond to any questions
● Undertake an onsite Volunteer Briefing, ensuring volunteers understand their roles and are aware of who their team leaders are
● Escort and support the University of Melbourne mascot ‘Barry the Bear’ around the Exhibition space
● Manage the stock and distribution of water and snacks to all rostered volunteers
● Supervise and support the volunteers at the Information Desk, in particular assisting with attendee inquiries
● Supervise volunteers as they greet exhibition attendees, hand out exhibition collateral, answer attendee inquiries and record attendee numbers with a manual clicker
● Supervise volunteer groups as they collect votes for the People’s Choice Award
● ‘Instagram Takeover’: posting on the Endeavour Instagram page during the Endeavour Exhibition

On the day – Endeavour Donor and Industry Viewing
4 Ambassadors will be required to:
● Usher guests into the Exhibition Marquee for the Donor and Industry Viewing event
● Usher guests from the Exhibition Marquee to Wilson Hall for the Awards Night

Please see below for the schedule of Endeavour:

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Endeavour Exhibition (open to the public)</td>
<td>10:00am – 3:30pm</td>
<td>South Lawn Marquee, UoM Parkville Campus</td>
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<tr>
<td>Break (project students)</td>
<td>3:30pm – 5:30pm</td>
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<tr>
<td>Donor and Industry Viewing</td>
<td>5:30pm – 7:30pm</td>
<td>South Lawn Marquee, UoM Parkville Campus</td>
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<tr>
<td>Endeavour Awards Night</td>
<td>7:30pm – 8:30pm</td>
<td>Wilson Hall, UoM Parkville Campus</td>
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<tr>
<td>Networking Celebration</td>
<td>8:30pm onwards</td>
<td>Wilson Hall, UoM Parkville Campus</td>
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BENEFITS – Why volunteer?
As an Endeavour Ambassador, you will have the opportunity to participate in and represent the Melbourne School of Engineering’s annual flagship event. You will also:

- Build on your leadership skills through supervising student volunteers
- Be eligible for the Leaders in Communities Award (LiCA)
- Gain valuable behind the scenes event experience of the Endeavour Exhibition
- Receive a certificate of recognition for your participation
- Receive an Endeavour branded t-shirt
- Be invited to attend the Endeavour Awards Night ceremony and networking celebrations

Click [here](#) to apply and join the Endeavour team in 2019!

WHAT HAPPENS NEXT?

- Applications will close **Wednesday 31 July 2019** at 5pm. Any applications after this time will not be accepted.
- Applicants will be contacted on **Friday 2 August 2019** and informed of the outcome of their application.
- Successful applicants will receive their rosters on **Thursday 8 August 2019**.
- The Ambassador Induction will be held on **Thursday 15 August 2019** at the University of Melbourne, Parkville campus. Ambassadors must ensure that they are available for this induction.

FOR MORE INFORMATION

If you have any questions regarding the Endeavour Student Ambassador Program, please contact the Endeavour Events Team at [endeavour-mse@unimelb.edu.au](mailto:endeavour-mse@unimelb.edu.au) or call us on 0487 727 335.