



**Position title:** 140<sup>th</sup> Anniversary Student Ambassador

**Location:** Janet Clarke Hall, The University of Melbourne

**Reports to:** Director of Advancement

**Position type:** Casual (estimated 3-4 hours per week during semester, though will vary)

**Remuneration:** Hourly rate ([as per Level 2 of the Miscellaneous Award](#))

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### **Position Summary:**

In 2026, Janet Clarke Hall proudly celebrates 140 years of history, community, opportunity, and leadership. To support our activities in this milestone year, we are seeking two (2) enthusiastic, engaged, and highly organised current students to serve as Ambassadors for the College.

Ambassadors will play a key role in supporting the engagement of students and alumni in our anniversary year, including (but not limited to) event planning and hosting, communications and digital storytelling (through social media and other platforms), and historical and other research to support anniversary initiatives.

This is a unique opportunity for students to develop professional skills in communication, event coordination, digital media, and stakeholder relations, and public speaking, while representing the values and spirit of Janet Clarke Hall.

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### **Key Responsibilities:**

#### **1. Student, Alumni and Community Engagement**

- Assist with the planning, coordinating, and executing of student and alumni engagement events, including reunions, networking nights, and special anniversary celebrations.
- Attend alumni functions as a representative of the student body.

- Support alumni communications, including interviews, testimonials, and content collection for social media, newsletters, the College magazine, *Luce*, the College website, and other communications channels
- Amplify and share news and relevant initiatives to the student body, related to the 140th anniversary.

## **2. Event Support and Hosting**

- Act as a student host for visiting dignitaries, alumni, and honoured guests.
- Provide guided tours of the College for prospective students and visitors.
- Assist with College events including formal dinners, open days, and 140th anniversary functions.

## **3. Social Media and Content Creation**

- Collaborate with staff to create engaging and on brand content for the College and Student Club social media platforms (Instagram, TikTok, LinkedIn, etc.).
- Capture photos, write captions, or contribute short articles or video content that highlight College life, student stories, and the anniversary celebrations.
- Promote a vibrant and engaging image of Janet Clarke Hall through digital channels.

## **4. General Support**

- Assist with communications projects and promotional campaigns as needed.
- Undertake appropriate training and attend regular check-ins with the Director of Advancement.

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## **Key Selection Criteria:**

### **Essential:**

- Returning student resident at Janet Clarke Hall during the 2026 academic year.
- Passion for College life and the Janet Clarke Hall community.
- Strong organisational, interpersonal and communication skills, both written and verbal.
- Enthusiastic, reliable, and well-presented with a professional attitude.
- Comfortable engaging with people of all ages, including alumni, guests, and prospective students.
- Confident using social media platforms and familiar with basic content creation tools (e.g. Canva, Instagram, TikTok, video editing apps).
- Demonstrated ability to work independently and as part of a team.
- Understands matters of confidentiality and privacy in a workplace and residential college setting

### **Desirable:**

- Experience in event coordinating, social media management, or community outreach.
  - Interest in history, storytelling, or marketing/communications.
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**Time Commitment:**

- 3-4 hours per week during teaching semesters.
  - Flexibility may be required around key events (e.g., anniversary celebrations).
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**Benefits:**

- Professional development in communication, marketing, and alumni relations.
  - Opportunities to network with alumni, College leaders, and external guests.
  - Certificate of participation and references upon successful completion.
  - Be part of a historic milestone in the life of the College.
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**How to Apply:**

Interested students should submit

- a CV
- a brief expression of interest (no more than 400 words) outlining why they would like to be a College Ambassador and what they would bring to the role.

**Applications should be sent to our Director of Advancement, Bronwyn Neeson ([advancement@jch.unimelb.edu.au](mailto:advancement@jch.unimelb.edu.au)) by 5pm on 28<sup>th</sup> January 2026.**