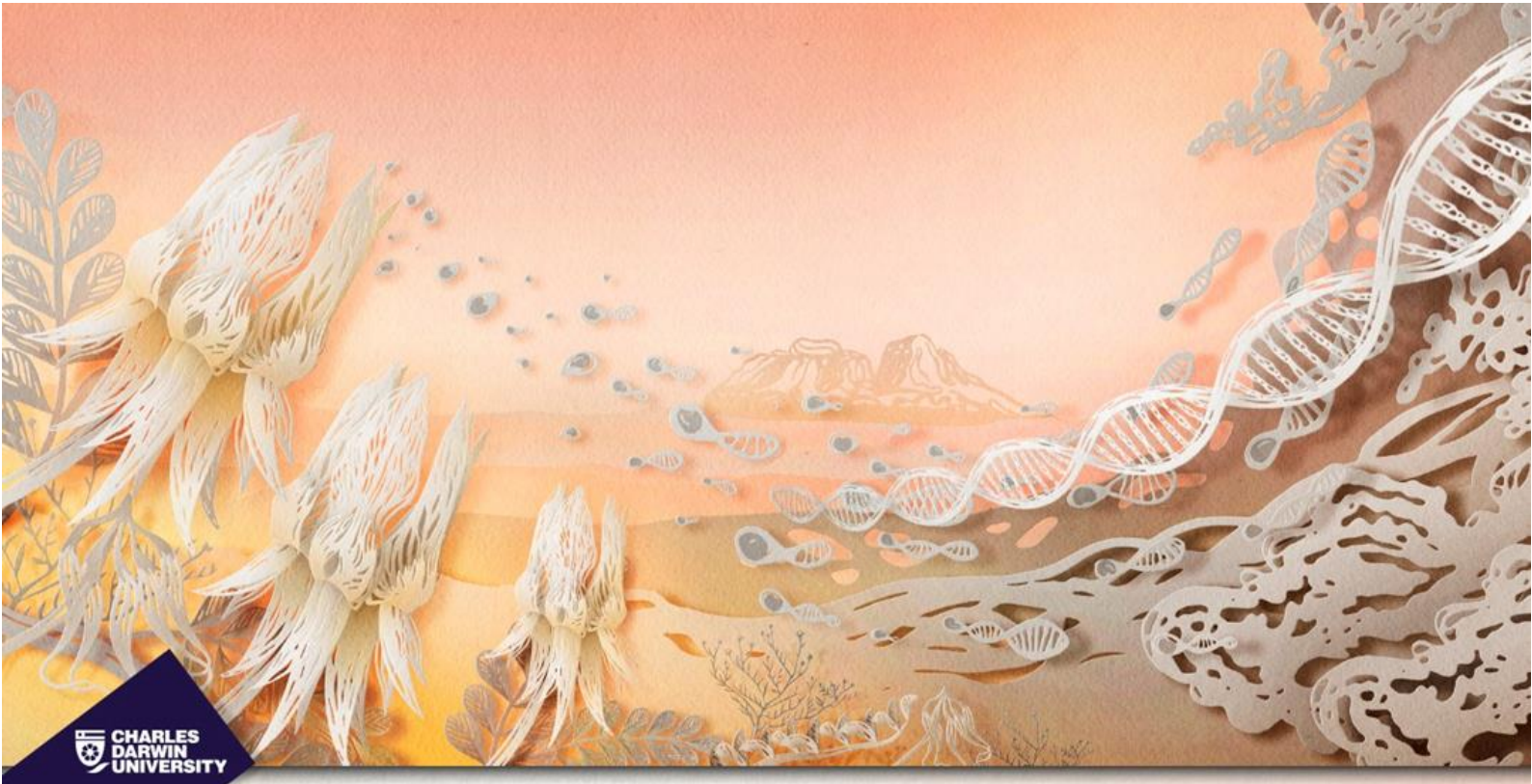

CHARLES DARWIN UNIVERSITY

Indigenous Student Ambassador Program

Office of Indigenous Student Services

Indigenous Student Ambassador Program

Office of Indigenous Student Services

Thank you for your enquiry about the Indigenous Student Ambassador Program (ISAP).

Please find enclosed the following:

- Overview of the Office of the Pro Vice-Chancellor Indigenous Leadership (OPVCIL) and the Office of Indigenous Student Services (OISS)
- What is an Indigenous Student Ambassador?
- Why become and Indigenous Student Ambassador?
- Expectations and duties of an Indigenous Student Ambassador
- How to become an Indigenous Student Ambassador?
    - Application and Agreement

If you would like to become an Indigenous Ambassador please read the CDU Code of Conduct and complete the enclosed Application, Agreement and Talent Release Form and forward to:

OISS Reception, Gurinbey Centre
Blue 2, Level 1
Casuarina Campus
Charles Darwin University
Darwin NT 0909
OR Email: oissreception@cdu.edu.au

If you would like further information or assistance, please contact OISS on (08) 8946 6479 or email as above.

Again, thank you for your enquiry, and interest in becoming an Indigenous Student Ambassador.

Kind Regards,

Esther Browne
OISS Assistant Manager – Academic Support
T. 08 8946 6401
M. 0466 469 015
E. Esther.Browne@cdu.edu.au

OPVCIL & OISS

The Office of the Pro Vice-Chancellor Indigenous Leadership (OPVCIL) provides leadership to the University to achieve its goal of becoming a leader in Indigenous education (Strategic Plan 2015-2025). CDU's commitment to this goal includes developing innovative programs, informed by local and national agendas, that: improve Indigenous participation; create and maintain culturally-enriched and culturally-safe environments for Indigenous students; learn in partnership with Indigenous students, staff and community; and increase Indigenous staffing.

Participation in corporate governance across the University and a commitment to facilitating a whole of university approach to advancing Indigenous education outcomes and corporate cultural competency are key responsibilities of the OPVCIL. The incorporation of Indigenous perspectives and knowledges into University core business is central to the goal of being the University of First Choice for Indigenous and non-Indigenous students and staff. The portfolio includes: The Office of Indigenous Leadership; the Office of Indigenous Student Services (OISS); and the Indigenous Leadership and Research Evaluation Network (ILREN).

As part of the OPVCIL portfolio, the Office of Indigenous Student Services (OISS) provides a comprehensive range of services and support to assist Indigenous students in their VET and HE aspirations. Consisting of two discrete areas – the Indigenous Grants Team provides specialist advice, expertise and support on all supplementary funding programs and projects including (but not limited to): Tutorial Support (TS); and Away From Base (AFB); and the Academic Support Team provides a range of tailored guidance, support and mentoring to VET and HE students in their education aspirations and learning journeys.

In collaboration with a wide range of internal and external stakeholders, OISS assists Indigenous students to successfully navigate the University environment and streamline access to a diverse range of services, systems and support available to all VET and HE students enrolled at Charles Darwin University.

OISS Centre's offer culturally safe facilities, support and learning environments at several locations including: Casuarina Campus (i.e. OISS 'Gurinbey'); Katherine Rural Campus (i.e. OISS 'Yangan-garr'); and Alice Springs Campus (i.e. OISS 'Akaltye').

What is an Indigenous Student Ambassador?

The Indigenous Student Ambassador Program enables Indigenous students enrolled at CDU the leadership opportunity to contribute to their University community through volunteering and role modelling. Indigenous Ambassadors are a select group of students awarded an opportunity to network with the external community and CDU. Ambassadors share their knowledge, experiences and passion for CDU and the OISS with prospective students and other interested stakeholders/members of the community. Indigenous Student Ambassadors develop and apply a wide range of skills including advanced interpersonal, communication, leadership and advocacy skills while assisting and attending OPVCIL and CDU run events, with the occasional opportunity to attend local, State and National functions. Both internal and external students are encouraged to apply, however students are required to complete at least one semester at CDU with a passing average

GPA. By participating in this program, Indigenous Student Ambassadors are covered by CDU Volunteer Insurance and gain recognition for their contributions on their AHEGS Statement upon Graduation. Indigenous Student Ambassadors may be invited to participate in a range of events and activities, including but not limited to:

- Visits to secondary schools
- Visits by communities/schools to campus
- OPVCIL and CDU marketing and promotional activities
- OPVCIL functions and events
- CDU corporate events and functions
- Indigenous cultural events on and off campus
- Participate in Local, State and National opportunities as they arise

Expectations and Duties

The role of the Indigenous Student Ambassador is to promote CDU to Indigenous students to study and achieve their education aspirations. Indigenous Student Ambassadors are role models in the community and must carry out all activities under the program adhering to the CDU Code of Conduct. At all times, Indigenous Student Ambassadors are representatives of OISS and CDU and should conduct themselves accordingly.

Ambassadors must:

- Have a general understanding of the university and courses on offer –OISS will be present to assist if required;
- Be available for interviews, photoshoots and events on campus- images may be used in marketing material, publications and on the CDU website.
- Complete 10 hours per semester & ensure communication is given well in advance if you are unable to attend events.
- Adhere to the CDU Code of Conduct for Student Volunteers.
- Prioritise course-work. Participation in the program must not compromise the student's capacity to complete their studies to the best of their abilities;
- Maintain appropriate grades.

Subject to this, Ambassadors will be a part of the program for the duration of their studies. However a student may withdraw from the program at any time.

Communication:

Emails are the main method of communication between OISS and Ambassadors. A strict 3 strike policy is in place for Ambassadors who do not respond to emails consecutively sent from OISS. It is expected that you respond to email requests within **48 hours**, special circumstances excepted. The OISS will also make contact by phone for last minute requests if required.

How to become an Indigenous Student Ambassador?

To participate in the program students must meet the following selection criteria:

- The Indigenous Student Ambassador Program is open only to students who have identified themselves as Indigenous on their CDU student records and are the age of 18 years or over.
- Students must be currently enrolled at CDU and demonstrate a solid record of grade achievement.
- Complete the attached application and agree to the CDU code of conduct form.

Indigenous Student Ambassador Application

Personal Details

Name: _____

Student Number: _____ Course enrolled in: _____

Mobile Number:_____ Campus:_____

Email Address: _____

Emergency Contact: _____ Number:_____Relationship:_____

Shirt Size (for corporate shirt) XS S M L XL XXL

Code of Conduct and Confidentiality

I, _____agree to abide by the Charles Darwin University Code of Conduct (attached) and will maintain at all times the confidentiality of all privileged or proprietary information to which I am exposed whilst working as a volunteer with Charles Darwin University, whether this information involves students, Staff or other stakeholders.

Signature: _____ Date: _____

☐ **Talent Release Form** Date: _____