

POSITION: MEDIAZONE AMBASSADOR

STRUCTURE CHARACTERISTICS

Reports to: Head of Mediazone

Works closely with: Mediazone team

The **Mediazone Ambassador** is a student representative who supports Mediazone's engagement with the University student community. The Ambassador helps promote Mediazone, its facilities, activities, and opportunities to students and assists in attracting new students to the Mediazone team.

The role involves representing Mediazone at University activities, supporting student engagement, assisting with tours and micro workshops, and promoting awareness of the opportunities available through Mediazone.

The position is suited to students with strong communication and interpersonal skills who are enthusiastic about media production and interested in encouraging other students to engage with Mediazone.

RESPONSIBILITIES & DUTIES

1. Student Engagement & Representation

- Represent Mediazone at University events, student activities, orientations, and promotional activities.
- Communicate information about Mediazone facilities, services, activities, and opportunities to students.
- Encourage students to engage with Mediazone activities and opportunities.

2. Recruitment & Onboarding Support

- Assist with promoting recruitment opportunities for the Mediazone student team.
- Support student recruitment activities, presentations, and information sessions.
- Share personal experience of working with Mediazone to help prospective students understand the opportunities available.

3. Workshops, Tours & Events

- Assist with conducting facility tours for students and prospective students.
- Support demonstrations and introductory activities related to Mediazone facilities and media production.

4. Professionalism

- Maintain a professional and respectful attitude when representing Mediazone.
- Communicate appropriately with students, faculty, staff, and external collaborators.
- Act as a positive representative of Mediazone and uphold the professional standards of the department.

QUALIFICATIONS

- Strong communication and interpersonal skills.
- Enthusiasm for media production, communications, and creative activities.
- Ability to communicate confidently with students and different groups.
- Ability to work collaboratively as part of a team.
- Interest in supporting student engagement and recruitment activities.
- Previous experience in media production, events, social media, or student activities is an advantage but not required.

CONTRIBUTION TOWARDS STUDENT DEVELOPMENT

The Mediazone Ambassador position provides students with opportunities to:

- Develop communication, leadership, teamwork, and organizational skills.
- Gain practical experience in event support, student engagement, and promotional activities.
- Develop confidence in presenting and communicating with different audiences.
- Gain experience representing a University department in a professional environment.
- Build practical knowledge of Mediazone facilities, media production, and departmental activities.