



## International Exchange Chief Aussie Mate Volunteers

The Aussie Mate Program is a buddy program aimed at assisting incoming exchange students adjust to life at UNSW and Australia. Chief Aussie Mate Volunteers help the Exchange Office organise Aussie Mate activities. They will also be asked to assist the UNSW International Exchange Program with its promotional activities.

Volunteers will be asked to contribute approximately 20 hours of their time over a semester. The majority of Aussie Mate activities will be held from 24-26 February 2009 with some activities throughout the semester

### Tasks will include:

Liaise with the Exchange Office and work with the other Chief Aussie Mate Volunteers to help implement a successful Aussie Mate Program and help with the promotion of the Exchange Program to other UNSW students, including promotion of Exchange social activities and the Exchange Expo. Please see below for further details.

### The Applicant:

We are looking for applicants who:

- Have the ability to work as part of a team
- Show leadership skills
- Are able to communicate with staff and students from all backgrounds
- Are organised
- Are enthusiastic, motivated and committed to promoting the Exchange Program

### Other Information:

This is a fantastic opportunity to get involved in International Exchange activities at the University of New South Wales. It is a way for you to develop skills that are useful for getting a job. Volunteer experience shows employers that you have initiative, motivation and commitment. It is also a chance to network with and meet other exchange and UNSW students and have a great time.

Student volunteers will be given a book voucher, a certificate of participation and a reference outlining the activities undertaken.

### Contact Information:

If you would like to get involved please send your Aussie Mate application form, resume/CV and a 200-word statement explaining why you would like to apply for the volunteer program to [susan@unsw.edu.au](mailto:susan@unsw.edu.au) by 5 December 2008. The Aussie Mate application form can be downloaded from <http://www.international.unsw.edu.au/exchange/exchangeapplication.html#Aussiemate>

Short listed applicants may be asked to attend an interview



## So What does a Chief Aussie Mate Volunteer do?

### **Attend Chief Aussie Mate Meeting (18 February 2009)**

Students selected for the program need to be available from 18 February to help organise and participate in the Aussie Mate activities. It is important that all Chief Aussie Mate Volunteers attend the meeting to run through and plan the Aussie Mate, social and promotional events for the Exchange Program being held in February and throughout the semester.

### **Participate in and help organise the Aussie Mate Program**

- Early arrivers afternoon tea (18 February)
- BBQ lunch and Campus tour (24 February)
- In consultation with the Exchange Office, organise and run the Aussie Mate activity on day two of orientation (25 February)
- Day trip (26 February)
- Exchange Welcome Function (11 March)
- In consultation with the Exchange Office, organise two other social/sporting events during the semester, the first event to be held in the first 2 weeks of semester. Examples of events include Bronte to Bondi walk, Sydney festivals, lawn bowling, picnic at beach or park
- Write a short article on each Aussie Mate event that can be put on the Exchange website. Photos if possible, taking into consideration university website guidelines, ie no pictures or mention of alcohol.

### **Exchange Expo**

- Help set up and pack up on the day
- Hand out flyers several days before and on morning of Expo to promote the Expo and/or volunteer a couple of hours helping out on a table. Talk to students about the Exchange program and/or experiences as an exchange student.
- Talk to lecturers about possibility of making a quick announcement about the Expo at lectures prior to event
- Discuss with Exchange Office any other ideas of promoting the Expo
- Take visitors to lunch destination. Lunch provided for Chief Aussie Mates.

### **Promoting of Exchange Program**

- Volunteer several hours to man an exchange table in front of library. Hand out flyers about Exchange to students.
- Returned exchange students have the option of giving a 5 minute presentation on their exchange experiences at the relevant country information session or at the pre departure briefing
- Any other relevant help related to the administration of promotional events