

POSITION DESCRIPTION



Position	Technology Enhanced Learning (TEL) Ambassador
Level/Classification	HEW0202
Reports to	Manager, Learning Design
Unit	Learning Design
Directorate	Learning, Teaching and Technology
Positions Supervised	Nil

Position Purpose

A Technology Enhanced Learning Ambassador, or TEL Ambassador, is a current student employed by the University who will advocate for enhancing the digital learning experience, provide practical support for the digital learning environment, and communicate about technology enhanced learning at Murdoch. They may also be asked to gather feedback and represent the student voice in the continuous improvement of the digital learning environment.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

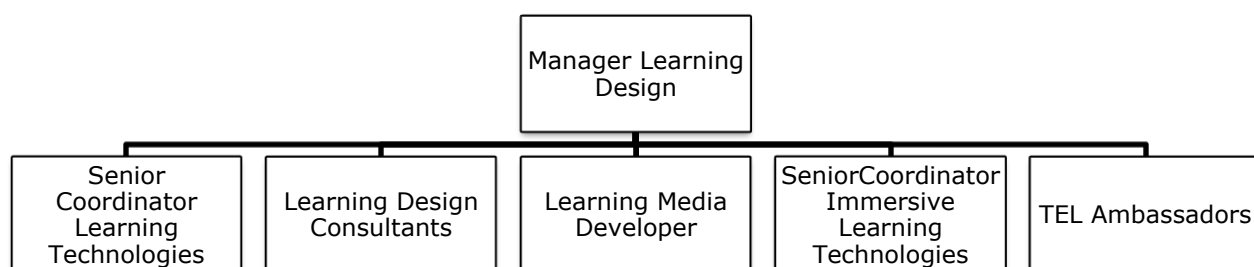
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

The Deputy Vice Chancellor (Education) portfolio supports the University's strategy and core education activities to deliver contemporary, accessible and inclusive education, with a high quality and engaging student experience, producing graduates who are adaptable and have fresh perspectives and a social conscience.

Reporting Relationships



Key Responsibilities/Duties

1. Support staff with routine tasks associated with technology enhanced learning and the digital learning environment.
2. Use myMurdoch Learning (LMS) and associated systems to provide support for routine tasks.
3. Use document creation tools, and/or media related tools to support routine tasks and provide information to students.
4. Provide information to students about technology enhanced learning at Murdoch and participate in activities designed to gather feedback from various student cohorts.
5. Provide feedback to the Learning, Teaching and Technology team to enhance technology enhanced learning and the digital learning environment.
6. Keep accurate and up to date records.
7. Refer staff and students to other teams as appropriate.
8. Serve as a positive and professional representative for Murdoch University.
9. Carry out, and assist with, other duties as required.

Selection Criteria

Essential

1. Current student who has demonstrated successful academic progression.
2. Good interpersonal and communication skills.
3. The ability to work independently (under supervision) and as part of a team.
4. Good organisational and time management skills.

5. Desire to learn new skills and be adaptable.
6. Computer skills and proficiency with Microsoft tools.

Desirable

1. Has at least 12 months study remaining at Murdoch University.
2. Knowledge of educational technologies (e.g. Moodle LMS, Echo360, PebblePad, Microsoft Teams, etc.).
3. Knowledge of extended reality and virtual reality technologies.
4. Previous experience in a customer service or technology support role.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Ability to work outside of normal office hours when required.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All staff complete a Career Development Conversation annually to discuss their career aspirations and growth opportunities.

All Staff undergoing a probation period are required to set probationary objectives with their leader within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.