

Student Ambassador Role Description

Post – Student Ambassador

Status – Part time – hours negotiable

Hours – Flexible / Ad-Hoc

Responsible to – Schools Liaison and Outreach Manager

Rate - £12.60 p/h

Main function of role

To give support to the organisation's development and implementation of recruitment, marketing and outreach activities.

Duties & Responsibilities

- On Campus Recruitment Events- Assisting with a variety of roles during Open Days, Advice Days and Enrolment including: reception desk cover, providing directions, set-up and dismantling of event, campus tours
- Corporate Events- Meeting and greeting visitors, sharing university experience, set-up and dismantle of event, guiding visitors around the university
- School and College Liaison- Representing the University at on-campus and off-campus events aimed at potential students, supporting student groups in activities, sharing university experience, signposting to other staff at Uni, restocking resources
- Outreach Events- Involvement in mentoring scheme, aspiration raising events on and off campus, supporting delivery and implementation, group work
- Clearing/Call Centre- Speaking to enquirers and applicants regarding their queries, providing accurate and up-to-date information about courses, answering the clearing hotlines and assisting with mail shots and general administrative tasks
- Contribute to marketing and promotional material in both hard and electronic copy, videoing, photographing and editing content for social media and wider use
- Acting as a positive representative of the University of Greater Manchester
- Posting on social media and other online forums providing information for potential students
- Undertaking from time to time, other duties as required by the Student Recruitment and Admissions team

- Maintain confidentiality in all aspects of the University's business to ensure the integrity and credibility of the University is maintained and protected
- Positively promote the University and its services to stakeholders
- Participate and promote the University's Equal Opportunities and Diversity policies

Person Specification

(Please include evidence to support how you meet each of these points in your application form):

- Professional and reliable, ambassadors must be punctual and attend all events they have committed to
- Can take on roles as required with a positive manner
- Excellent communication skills- able to communicate to a wide range of audiences.
- Ability to work well within a team
- Ability to be pro-active and act on own initiative when required
- Ability to share your university experience with potential students and visitors and raise aspirations of young people
- Understanding of the importance of providing accurate help and assistance to visitors
- Enthusiastic and approachable, willing to engage with visitors from a wide range of backgrounds regardless of religious background, age, ethnic origin, sexual orientation, disability or gender
- Ability to work flexibly as required

Role Criteria

- All Student Ambassadors must:
 - ✓ Be current University of Bolton Students- with at **least two** semesters of study left until completion.
 - ✓ Have no current issues with attendance of degree classes.
 - ✓ Pass an interview/application day
 - ✓ Be willing to submit to a DBS check as required.

Student Ambassador Scheme Benefits

- Payment for events worked (unless expressly indicated to be an unpaid volunteering opportunity).
- An employer reference when applying for jobs.
- Experience and training opportunities to help you build your CV.
- You can apply only for the work opportunities you are available for, ensuring flexible work which fits around your degree.

Please Note - You must plan all ambassador work around your academic timetable and your **PRIORITY** must be your academic studies.