

Student Ambassador Role Description

Post – Student Ambassador

Status – Part time – hours negotiable

Hours – Flexible / Ad-Hoc

Responsible to – Schools Liaison Manager

Rate - £9.50 p/h

Main function of role

To give support to the organisations 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 and bus tours
- Business 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
- Outreach Events- Involvement in mentoring scheme, aspiration raising events on and off campus
- 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
- Acting as a positive representative of the University of Bolton
- Posting on social media and online forums providing information for potential students
- Undertaking from time to time, other duties as required by the Student Recruitment and Admissions team
- Being an active participant in the University's equal opportunities policy

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.