

Student Ambassador

Applications are invited for the post of Student Ambassador to represent the University of Essex and support the Communications and External Relations Section, predominately through the Student Recruitment and Education Outreach Teams.

The postholder will act as an ambassador of the University of Essex by providing a current student's perspective and general assistance at Recruitment, Education Outreach, and Admissions events.

Recruitment events will include the University Open Days, Visit Days and Higher Education Conventions. Education Outreach activities will involve work with school students predominately of the age 11-18 years. These activities will include School Campus Visits, School/College External Visits and the opportunity to apply for the post of Summer School Mentor. A fundamental role of the Student Ambassador post is to provide Campus Tours to visitors.

The postholder will be a current student of the University of Essex, with an enthusiasm for Higher Education, an interest in interacting with a wide range of people and possess the ability to work effectively as part of the team. It is essential that the postholder has excellent communication skills, in particular exceptional spoken English and the ability to effectively communicate to large groups of people.

The post of Student Ambassador provides varied duties offering the opportunity for personal development, to gain a range of skills and the possibility to undertake further responsibility. Student Ambassador work will count towards the University's Big Essex Award, designed to accredit extra-curricular activity and employability skills. The Award will aid students in identifying the skills developed through the Student Ambassador post and articulate these to future employers.

Salary: £7.59 per hour

Closing date: 5pm 5 October 2015

Note: Applicants for this post will be required to complete compulsory online training and a one day training session. Student Ambassadors opting to work on certain long term projects may be required to complete a DBS check.

UNIVERSITY OF ESSEX

STUDENT AMBASSADOR - RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification

The University of Essex is a diverse community committed to equality and diversity for all its staff and students.

Making an application:

Please complete the attached application form, explaining how you meet each of the Essential and Desirable criteria set out in the Person Specification.

Please consider the attributes you possess that would make you a good candidate for the role, as well as any relevant experience

A CV is not required in addition to the completed application form.

Application form to be addressed to **Student Ambassador Scheme** and returned by one of the following options:

Email:

ambmail@essex.ac.uk

Post:

Chris Snow
Education Outreach
University of Essex
Wivenhoe Park, Colchester
Essex, CO4 3SQ

In person:

Colchester – Outreach Office, Room 5N.7.5
Southend – Student Services Desk, 2nd Floor of The Forum

Informal enquires to ambmail@essex.ac.uk or 01206 873424

Important dates

Closing date: 5 October 2015 (5pm)

Interviews are to be held on: Colchester; 13 or 14 October
Southend; 8 October

Compulsory Training Dates: Colchester; 21 or 22 October (2pm-7pm)
Southend; 9 October (Time tbc)

Note: Applicants for this post will be required to complete relevant online training modules and a one day training session. Student Ambassadors opting to work on certain long term projects may be required to complete a DBS check.

If you are invited to attend an interview, you will receive an email with further details. If you do not receive notification of an interview by 8 October, please assume that you will not have been successful on this occasion and your application will not be taken to the next stage.

JOB DESCRIPTION

Job Title and Grade:	Student Ambassador Temporary part-time staff at £7.59 per hour
Contract:	Fixed term of one academic year. The post is open to renewal at the start of each academic year until graduation, subject to satisfactory performance
Hours:	Hours of work are flexible, allowing post holders to accept work around their studies.
Salary:	£7.59 per hour
Department/Section:	Communications and External Relations Section
Responsible to:	Education Outreach Officer or Student Recruitment Officer
Reports on a day to day basis to:	Education Outreach Assistant or designated Officer as instructed prior to each duty.
Responsible for:	No line management responsibilities
Purpose of job:	<p>The persons appointed will form part of the Communications and External Relations Team and will predominately undertake duties for the Outreach, Marketing and Student Recruitment and Admissions Offices.</p> <p>Student Ambassadors support the above mentioned teams by providing a current student's perspective and general assistance at the University's Outreach, Recruitment and Admissions related events. At key points throughout the year you may be requested to support other teams across the University on approved, Student Ambassador related activities.</p> <p>Outreach events will predominately involve work with young people aged 11-18 years and also work specifically with groups of people underrepresented at universities, including mature students, students with disabilities and care leavers. At such events Student Ambassadors will provide positive role models in higher education and be committed to the objectives of widening access.</p> <p>Marketing and student recruitment events will predominately involve work with post-16 students at on campus events such as pre-application open days, post-application visit and interview days and campus tours.</p> <p>Student Ambassadors will also importantly work with the parents/guardians of young people and applicants. They may have the opportunity for office-based experience, supporting teams within CER both prepare for and evaluate events.</p> <p>Student Ambassadors' duties and hours of work vary depending on the time of year, as stipulated in Duties of the Post.</p>

Duties of the Post:

1. Campus Tour Guide – throughout the year

Give tours of campus to visitors and prospective students as needed throughout the year, using a set route and answering any questions the visitors may have.

2. School Campus Visits – September to July

Assist the Outreach Team in hosting school groups visiting the University Campuses. To include; providing campus tours, accompanying students throughout the day in Taster Lectures and at lunch. Supporting students in completing HE related activities, assembling student information packs and participating in a Student Panel.

2.1 Student Panel – throughout the year

Answer questions from a group of school students about Student Life and your personal Higher Education experience. The panel will be facilitated by an Outreach Officer.

2.2 Arts Education Outreach – throughout the year

Assist the Arts Education Outreach Officer with campus visits, family drop-in sessions and school workshops on and off campus. No prior experience with art required: just a general interest and a willingness to 'have a go' at hands-on activities. Activities range from fun family drop-in sessions delivered at weekends to school workshops which are linked to current academic research at Essex.

3. Visit Days – November to April

Welcoming current undergraduate applicants to our Colchester and Southend Campuses with their guests. Ambassadors will assist in the running of these events and deliver tours among other roles.

4. Open Day Guide – September, October, November, March and June

Throughout the year we hold several undergraduate and postgraduate events for potential applicants. During these Ambassadors will be required to help set up, speak with guests and deliver tours.

5. Higher Education Conventions – February to July

Attend Higher Education Conventions with a member of the Marketing and Student Recruitment team to represent the University of Essex and answer queries. This duty may involve travel and working anti-social hours, including the possibility of overnight stays.

6. School/College External Visits – September to July

Accompany the Outreach and Marketing and Student Recruitment Teams to school/college visits in the region and provide input with presentations and classroom based activities. Experienced Student Ambassadors may be required to attend and assist at events without the accompaniment of staff. This duty may involve travel and working anti-social hours.

7. Summer School – July to August

Act as a mentor to school students on residential and non-residential summer schools to provide an insight into university life. Supervise and participate in a range of academic and social sessions. Residential Summer Schools will involve overnight stays. (This duty will require a further application process)

8. Office Duties – Throughout the year

Assist CER teams with general office duties including data input and mailings, to support major events as described in Student Ambassador Duties of Post.

9. Additional Duties – Throughout the year

Any other duties that may be assigned from time to time by the Outreach Officer, Student Recruitment Officer or her/his nominee.

University of Essex

PERSON SPECIFICATION

JOB TITLE: Student Ambassador

Qualifications /Training

	Essential	Desirable
A current student of the University of Essex (based at Colchester or Southend Campus)	√	

Experience/Knowledge

	Essential	Desirable
Knowledge of the provision and student experience at the University of Essex.	√	
Knowledge and awareness of the application and admission process to university.	√	
Experience of public speaking/delivering presentations		√
Experience of working with young people		√

Skills/Abilities

	Essential	Desirable
Ability to work effectively as part of a team	√	
Ability to exercise confidentiality and discretion	√	
Ability to display enthusiasm about the University of Essex and the benefits of higher education	√	
Excellent interpersonal skills	√	
Ability to respond to questions and seek appropriate answers	√	
Ability to follow clear instructions	√	
Ability to work with people from a wide range of backgrounds and ages	√	
Ability to learn new information and effectively communicate this to a range of audiences	√ Assessed at interview	
Exceptional spoken English and the ability to effectively communicate to large groups of people	√ assessed at interview	

Other

	Essential	Desirable
Ability to satisfy an Disclosure Barring Service check if required for agreed project work	√	
Willingness to work the occasional evening/weekend	√	