



Job Title:	Student Ambassador
Department:	Marketing
Rate of Pay:	£9.50 per hour plus £1.15 Holiday Pay
Report To:	Marketing Team
Job Purpose:	To support the Marketing, Admissions, and International Teams in promoting University College Birmingham to prospective students and their parents, by giving a fair and accurate representation of student life.
Main Duties and Responsibilities:	<p>Work with young people to raise aspirations for Further and Higher Education and inspire them to consider UCB as a place to study.</p> <p>Share your positive experiences of life at UCB with prospective students as well as parents, teachers, and advisors.</p> <p>Lead tours around the UCB campus for visitors, prospective students, and school groups.</p> <p>Act as the ‘face’ of UCB at several recruitment activities such as Open Days, Applicant Days, Masterclasses, School and College visits and off campus events, as appropriate to the job role.</p> <p>Delivering ‘Student Life’ Presentations for prospective students and school groups.</p> <p>Carrying out administration work for the Marketing Team.</p> <p>To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>To commit to upholding the principles of safeguarding and the PREVENT agenda.</p> <p>To undertake any other duty that may be required within the scope and nature of the role.</p>



Closing Date:	Friday 7 th October 2022 - 12pm
Interview Dates:	Week Commencing 17 th October - Dates TBC
Training Dates:	Weeks Commencing 31 st October and 7 th November - Dates TBC
How to Apply:	<p>Applications will be conducted via Google Forms and are available as follows:</p> <p>Via the University College Birmingham website on the student ambassador webpage,</p> <p>Download from Student Portal,</p> <p>Paper copies of the application form are also available and can be collected from Jasmin Zarin on the 2nd Floor at The Link.</p> <p>Applications should be completed no later than the stated closing date.</p>
Enquiries:	If you have any questions about the role, please visit Jasmin Zarin in the Marketing Office on the 2 nd floor at The Link or email schoolsliaison@ucb.ac.uk



PERSON SPECIFICATION

Post:	UCB Student Ambassador
Experience:	
1	Working as part of a team; whether through paid work, volunteering, sports, societies or similar.
2	Experience working with a variety of people from different cultures, backgrounds, and ages.
Skills & Abilities:	
3	Confident, friendly, and approachable.
4	Organised, punctual, responsible, and reliable.
5	Ability to follow instructions and to take initiative where appropriate.
6	Excellent verbal communication skills.
7	Knowledge of the range of courses available at UCB and the various processes involved in applying.
8	Enthusiasm to share experience of UCB, student life and studies.
Education & Qualifications:	
9	Current UCB student.
Other Attributes:	
10	Willing to be flexible with working hours and tasks.
11	Ability to manage your student workload and a part time job.