



JOB DESCRIPTION

Job Title	Student Ambassador
Department	Marketing Unit
Rate of Pay	£9.99 per hour inclusive of holiday pay (paid monthly)
Report To	Marketing Team
Job Purpose	To support the Marketing and Admissions team in promoting University College Birmingham to prospective students and their parents, by giving a fair and accurate representation of student life.
Main Duties & Responsibilities	<p>As a Student Ambassador you will undertake various duties, which include; but are not limited to:</p> <ul style="list-style-type: none">• Work with young people to raise aspirations to Further and Higher Education and inspire them to consider UCB as a place to study• Share your positive experience of life at UCB with prospective students, parents, teachers and advisors• Lead tours around the UCB buildings for visitors, prospective students and school groups• Act as the 'face' of UCB at a number of recruitment activities such as Open Days, Applicant Days, Masterclasses, School and College visits and off campus events, as appropriate to job role• Ensure that health and safety and safeguarding requirements are met at all times• Answer questions both informally and as part of a formal student panel• Carry out administration work for the Marketing Team Any such other duties required by University College Birmingham which are consistent with the role



Post:	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 & Attributes	
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