

ROYAL HOLLOWAY

University of London

JOB DESCRIPTION

2019/2020

Department:	Marketing and Communications
Post Title:	Student Ambassador
Pay/hours:	£9.85/hr (+1 hour holiday pay for every 8 hours worked) hours dependent on work available
Reports to:	Student Recruitment Administrative Officer (Events)

The main responsibilities of the post are:

1. To work at all our central Open Days, Applicant Visit Days, and any other large scale events as required. This involves registering and directing visitors, giving campus tours and profiling student life to enquirers.
2. To assist with both incoming and outgoing school and college visits. These can involve giving campus tours, answering student questions, leading small groups through activity sessions.
3. To occasionally present on Student life (in departments for AVDs) to prospective students and applicants.
4. To support residential summer schools based on the University campus, involving general event support, giving tours and answering student questions, and assisting with workshop sessions.
5. Representing the University at external HE fairs and UCAS exhibitions, either assisting a member of staff or alone. This involves talking to prospective students and answering their questions, along with handing out prospectuses.
6. To help with administrative work within the department, including sending out publications, setting up materials for large scale events, and occasionally dealing with enquiries from applicants and prospective students through our various online platforms.
7. To potentially be involved in our departmental weekly stock check procedure.
8. To provide ad-hoc campus tours which we run throughout the week, if you are available.
9. To undertake all required training sessions, (training is paid).

What you can expect from us:

- We will aim to provide timely, professional and informative internal communications for work requests
- Work will be assigned fairly to those who respond quickly and show commitment to the role
- Provide you with direct management and support
- Personal References – provided for future work or study
- Opportunities to apply for higher grade positions such as a Senior Student Ambassador role, or Events Team Administrative Intern