

POST TITLE: STUDENT AMBASSADOR

DEPARTMENT: CORPORATE EVENTS

LOCATION: VARIOUS

RESPONSIBLE TO: CORPORATE EVENTS TEAM (Student Ambassador team)

SALARY: £7.65p/h

DURATION OF POST: UNTIL GRADUATION UNLESS OTHERWISE NOTIFIED

JOB PURPOSE:

As a Student Ambassador you will be responsible for a variety of roles including supporting activities at Open Days, UCAS Interview Days and term time Campus Tours.

You will be expected to:

- Be a friendly, engaging and positive representative of your course, department and Falmouth University
- Work closely and professionally with other Ambassadors from around the university
- Listen and learn from the Senior Ambassadors from your department and beyond.
- Be presentable regardless of the role you will be undertaking
- Deliver a campus tour, including your department and university accommodation
- Act as a runner or a car park attendant
- Distribute posters or signage
- Register and welcome visitors
- Accompany interviewees and talk positively about your course and those within your department and Support academics with interviews
- Show schools and colleges around the university
- Think on your feet
- Be willing, within reason, to do what it takes to get things done
- Use your creative talents to support the Corporate Events Team

You will also have the opportunity to work on University events and exhibitions for example; Degree Shows, Graduation, UCAS Fairs, CreatEd (local schools exhibition) and Saturday club. As well as, events that take place with outside organisations, schools and individuals working in collaboration with the university.

COMMITMENT REQUIRED:

As a Student Ambassador you will be required to work all of the 5 Open Days we hold throughout the year. You will also be expected to work on the UCAS Interview Days. We rely on you in order to make these events happen. However, there will be a variety of other roles available throughout the years and we want you to, ideally, work as much as you can. The job roles are offered through an online system where you can sign up for jobs that can fit around your studies.

BENEFITS OF THE JOB:

- Meeting students from across the university
- Meeting international visitors
- Work experience in a variety of roles
- A great reference for future employers
- Potential for advancement to Senior Ambassador role
- A pay rate of £7.65 per hour

PERSON SPECIFICATION

Requirements	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • Current Student at Falmouth University • Current 1st year Student 	<ul style="list-style-type: none"> • DBS Checked • Awareness of Safeguarding
Previous Work Experience	<ul style="list-style-type: none"> • Any work experience (voluntary included) 	<ul style="list-style-type: none"> • Working with young people/children • Experience of running workshops
Specific skills/knowledge required	<ul style="list-style-type: none"> • Ability to communicate effectively with people of all ages and backgrounds • Good time-keeping skills • Ability to work on your own initiative • Ability to work as 	<ul style="list-style-type: none"> • Ability to lead a team • Good presentation skills • Ability to use variety of design/office software • Knowledge of the Education system • Knowledge of student finance • Knowledge of the

	<ul style="list-style-type: none"> part of a team • Knowledge of courses within your academic school • Good general knowledge of Falmouth University as a whole • Enthusiastic and inspirational about University and continuing education 	UCAS admissions process
Personal attributes	<ul style="list-style-type: none"> • Friendly and polite • Responsible • Reliable • Organised • Approachable • Able to confidently liaise with academic and other staff • Flexibility- able to adapt to different roles and working environments 	<ul style="list-style-type: none"> • Full clean driving licence
