

Study Abroad Ambassador Job Description and Person Specification

Host Department: UEA Study Abroad (UEA-International Programmes and Study Abroad, Admissions, Recruitment and Marketing Division)

Type of Contract: Fixed Term, flexible hours

Duration of Contract: September 2019 - August 2020

Number of posts: Up to 10 (subject to applicants' experiences and skills)

Working Hours: A minimum of 20 hours

Commitment varies depending on role, event or activity. We are recruiting up to 10 Study Abroad Ambassadors – up to 5 students to work regular weekly hours throughout the academic year (term time) and up to 5 students for ad hoc hours throughout the year, depending on required events and activities.

Introduction

UEA Study Abroad is responsible for the administration and management of Exchange and Study Abroad Programmes at UEA. We promote international mobility, advise and support UEA students who spend time abroad as part of their programme of study, and help integrate more than 400 incoming visiting students each year, either as fee payers or on exchange from more than 200 global partner universities.

Purpose of the role

Study Abroad Ambassadors play a crucial role in supporting and increasing the visibility of UEA's Study Abroad Community; to promote, inform and inspire current and future study abroad students. Ambassadors work in collaboration with UEA Study Abroad staff to support activities, prepare for and host events to advise students on their options, as exemplified in appendix 2.

This is an ideal opportunity to develop a wide range of skills to enhance employability and gain experiences for graduate applications. The role can include developing and creating content, presenting in front of small and large groups, organising and hosting events and undertaking administrative duties. We are looking to recruit up to 10 students to fulfil a range of tasks in our team including, but not limited to;

- Weekly regular term time hours at the Study Abroad Arts Hub reception
- Representative for each faculty Hub (Arts and Humanities, Social Sciences and Sciences)
- Workshop and talks delivery hosts and presenters
- Social media, photography and video production/editing coordination
- Events' organisation and planning and general office administration
- Representative to support UEA widening access to study abroad

We are also open to utilising different skill sets based on experiences.

Widening Access to Study Abroad

UEA Study Abroad is committed to ensuring all students from a wide range of backgrounds have the opportunity to study abroad. We encourage applications from students who meet criteria in appendix 1 to share their story to inspire more students from a variety of backgrounds to study abroad.

General duties

- Represent UEA Study Abroad across campus, at stands, events and in workshops and talks;
- Share your study abroad experience to inform, promote and inspire;
- Regularly contribute to the Brilliant Abroad blog, developing content for social media and events;
- Provide accurate, helpful and honest information to students;
- Deliver presentations to small and large groups of students, parents and other influencers;
- Help organise and host events and activities to engage with study abroad students;
- Represent Study Abroad at key University events. See Appendix 2;
- Any other duties as deemed appropriate by the manager/head of department.

Skills and Experiences criteria

Criteria	Essential	Desirable
Education, experience and achievement	<ul style="list-style-type: none">• Current UEA student fulfilling necessary academic requirements throughout the term of employment.• Studied abroad for a semester or year during the 2018/19 academic year and passed academic requirements.	
Skills and knowledge	<ul style="list-style-type: none">• Excellent written and verbal English communication skills.• Confident talking in front of small and large groups.• Ability to follow written and verbal instructions effectively.• Experience of actively utilising social media platforms.• Professional approach suitable for a people focused role.	<ul style="list-style-type: none">• Experience generating social media content.• Experience filming and editing videos.• Experience working in a customer based environment.• Knowledge of Widening Participation within Higher Education.
Personal attributes	<ul style="list-style-type: none">• Enthusiastic to help support and advise students.• Team player and also able to work independently.• Passionate to share study abroad journey with other students.• Organised, reliable and able to manage time well to fulfil studying, work and personal commitments.	<ul style="list-style-type: none">• Generate ideas to develop UEA's Study Abroad Community.
Other	<ul style="list-style-type: none">• Willing to work ad hoc hours as mutually agreed in advance.• Expected to work evenings and occasional weekends as listed in appendix 2.	

Application closing date: Submit the UEA Study Abroad Ambassador Application form to studyabroad.ambassadors@uea.ac.uk by Wednesday 25th September, 3pm.

Interviews are expected to take place on Friday 4th and Monday 7th October. Successful candidates are required to attend training from 10.00-12.00 on Friday 11th October (subject to timetabled classes).

If you have not heard from us by 7th October please assume your application has been unsuccessful.

Appointment Details

Successful applicants will hold this employment throughout the 2019/20 academic year. A reference will be provided upon successful completion of the term of the contract of employment. Any employment offered will be subject to the candidate providing evidence of eligibility to live and work in the UK at interview.

Appendix 1 Widening Access to Study Abroad

We encourage applications from students who meet one or more of the following criteria:

Criteria	Description and form of evidence
Mature student	Over 21 on entry to University for undergraduate study
Disability	Declared disability with UEA's Student Support Services
Care leaver	Has been in care of the Local Authority for a period of 13 weeks or more in the five years preceding the start of undergraduate study
Qualified for a UEA Bursary	In receipt of a UEA Bursary in the academic year 2018/19 or 2019/20
Lower higher education background	Home address scored 2 or below on the POLAR4 young participation quintile. Visit https://www.officeforstudents.org.uk/data-and-analysis/postcode-search/
LGBT+	Identify as a member of the LGBT+ community

Appendix 2

Study Abroad Community Events

Study Abroad Ambassador are expected to work during the majority of the events below (subject to academic commitments):

- UEA Open Days and Applicants/Visit Days (Autumn/Spring)
- Outbound Briefing and Destinations Fairs (Autumn/Spring)
- Single Semester Pre-Departure Briefing (November 2019)
- Single Semester Briefing (February 2020)
- Year Abroad Pre-Departure (April 2020)
- Study Abroad Community events, on an ad hoc basis, throughout the year