Student Ambassador Scheme
Admissions, Recruitment and Marketing

Each year the University engages in a range of recruitment and outreach activities in order to encourage participation in higher education and applications to the University itself. In order to successfully conduct these activities, the University regularly employs students to act as its representatives.

The University therefore invites applications from students registered for study at the University of East Anglia who are interested in joining the Student Ambassador Scheme. Further details, including terms and conditions, can be found on the RAO intranet at: http://www.uea.ac.uk/arm/rao-intranet/Current+students/Student+Ambassador+Scheme

Those successful students who enter the Student Ambassador Scheme must be prepared to participate in all of the activities relevant to the role and to work for at least 24 hours per 12 month period of engagement in the Scheme (or pro rata per period of engagement). More details can be found in the terms and conditions.

In return for successfully completing the terms and conditions of the Scheme, Student Ambassadors will receive an excellent hourly rate of pay and be entitled to obtain a reference from the University confirming that they have formally represented the University as a Student Ambassador.

Please see below for a full job description and person specification.
Job Description

Job title: Student Ambassador

Department: Admissions, Recruitment and Marketing

Purpose: To act as Ambassadors for, and representatives of, the University by supporting the work of the Recruitment and Outreach Department. To support other teams across the University as required.

Hours of work: A minimum of 24 hours per 12 month period of engagement on the Scheme (or pro rata per period of engagement). Hours are offered on an ad hoc basis to the Ambassador cohort and Ambassadors choose whether to apply for work.

Dates: Work is available on an ad hoc basis across the full calendar year, and Ambassadors apply for work advertised.

Main duties:

- Acting as ambassadors for the University.
- Representing the University at events run by the Outreach; Recruitment; and University Tasters teams. Events include: visit and open days; primary, secondary and sixth form school visits both on and off campus; HE Fairs; and summer schools.
- Inspiring and raising aspirations of future generations of university students by sharing own university experiences.
- Supporting the activities of the Recruitment and Outreach Department.
- Opportunities to support individual teams and projects such as: mentoring; tutoring; schools liaison; and enquiries handling.
- Assisting members of University staff in carrying out office duties.
- Other duties appropriate to the post as required.
Person specification

The person specification for this post is attached as Appendix A.

Salary

Salary will be at £8.37 per hour (including holiday pay).

Starting date

May 2015 (as soon as training and documents have been completed).

Criminal Records Check

Acceptance on to the Scheme is subject to an enhanced DBS check.

Code of Conduct

Full details of the code of conduct for the scheme will be made available to all successful candidates. The code of conduct can also be downloaded from the website: http://www.uea.ac.uk/arm/rao-intranet/Current+students/Student+Ambassador+Scheme

Application and Recruitment Process

Applications are made via the Student Ambassador webpages (www.uea.ac.uk/arm/rao-intranet/Current+students/Student+Ambassador+Scheme).

Interested students will be asked to submit a written answer to a question and invitations to interview will be made on the basis of this answer. An e-mail will confirm the time, location and details of the interview.

Interviews will take place the week beginning 11 May 2015.
## Person Specification

**Post:** Student Ambassador

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Education, experience and achievements</strong></td>
<td>1. A current undergraduate or postgraduate student studying at UEA.</td>
<td>1. Knowledgeable about HE and/or UEA.</td>
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<td><strong>Skills and knowledge</strong></td>
<td>1. Excellent communication skills.</td>
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<td>2. Confidence in talking in front of groups.</td>
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<td>3. Ability to work as part of a team.</td>
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<td>4. Good organisational skills.</td>
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<td>5. Initiative and problem solving skills.</td>
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<td><strong>Personal attributes</strong></td>
<td>1. An outgoing and friendly personality.</td>
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<td>2. Motivation and enthusiasm.</td>
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<td>3. An understanding for and empathy with individuals from a wide variety of backgrounds.</td>
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<td>4. Ability to inspire and raise aspirations.</td>
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<td><strong>Special circumstances</strong></td>
<td>1. Keen to share experience of HE.</td>
<td>1. Flexibility to work varied hours, including outside 09:00-17:00.</td>
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<td>2. Satisfactory enhanced CRB check.</td>
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