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| **Student Digital Ambassador - Faculty of Arts** |  |
| **Commissioned by** | Rachel Redford |
| **Title/heading** | Welcome Week – settling in at Uni |
| **Duration (if applicable)** | 2 weeks |
| **Rate of pay** | £121.20 (10 hours timesheet via Unitemps) |
| **First amend** |  |
| **Second amend** |  |
| **Final deadline** | 17 June 2022 |
| **Assets for final delivery** | Insta stories / Take overs  Vlogs  Social Media posts- Twitter, Instagram, TikTok |

**Role Purpose**

Welcome Week (w/c26 September) can feel overwhelming for new students, there’s so much to see and do, whilst settling in and making new friends. We would like to recruit students from the Faculty of Arts to produce content via social media platforms (Instagram stories, Twitter, TikTok, YouTube vlogs) to help our students find their feet in their particular Schools and Departments during the first two weeks of term this year (w/c 26 September).

The School/Department you are working with will provide some guidance regarding themes and content. You will work with staff from the Student Experience team to support the school/department’s social media activity.

We are asking for 10 hours commitment over the first two weeks of term. The hours are flexible to allow you to work around your existing commitments.

**Role Outline**

* Be a positive student role model, encouraging students to participate in events and raising awareness of relevant activities during the first two weeks of term
* Create fun and engaging content to be shared across social media platforms
* Support the University social media activity e.g. work on event takeovers where you would answer student queries
* Act as an ambassador for your assigned School/Department, drawing on personal experience and your wider understanding of how the university works when creating content and answering questions.
* Create short vlogs giving your perspective about themes to be agreed with your assigned dept/School
* Be inclusive and celebrate the diversity of our community wherever possible.

**Person Specification**

**Knowledge**

* Current student at the University of Nottingham in the Faculty of Arts
* Good knowledge of University Park Campus
* Good working knowledge of student support services at the University
* Understanding of diversity issues

**Skills**

* Good skills on social media platforms
* Good film/editorial skills
* Accuracy and close attention to detail
* Good time management and reliability

**Attributes**

* Proactive approach with ability to work unsupervised
* A positive attitude towards and enthusiasm for the University and its courses
* Demonstrable understanding of boundaries and when to escalate concerns or queries
* Ability to represent the University professionally and positively
* Tact, diplomacy and sensitivity
* Flexible work approach

**To Apply**

To apply, please email a statement of no more than 200 words detailing your experience on social media platforms, which degree programme you are taking and how you feel you could contribute to: [arts-ese@nottingham.ac.uk](mailto:arts-ese@nottingham.ac.uk)

Please direct any questions to [rachel.redford@nottingham.ac.uk](mailto:rachel.redford@nottingham.ac.uk)