ROLE TITLE: Student Ambassador

RESPONSIBLE TO:

**Widening Participation:** Works with local state schools to encourage pupils’ aspirations to higher education through in school activities, campus visits, and masterclasses. This team works with primary, secondary, post-16 and mature students.

**Schools and Colleges Liaison:** Works with post-16 students across the UK to promote the University of Nottingham through on and off campus school visits.

**Recruitment Events:** Responsible for the recruitment of undergraduate and postgraduate students to the University through events such as open days and offer-holders days.

ROLE PURPOSE: To represent the University at internal and external events. To ensure visitors to the University receive a high quality and enjoyable experience.

SALARY: £7.50 per hour (plus holiday pay)

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**SPECIFIC DUTIES AND RESPONSIBILITIES.**

1. To assist the Recruitment Events Team in the delivery of Open Days, Mini Open Days and Offer Holder Days.

2. To assist Widening Participation and Schools and Colleges Liaison team in the delivery of school & college visits to the University.

3. To visit schools and colleges and actively participate and assist in the delivery of activities and presentations.

4. To give short presentations to large groups of visitors and assist small groups of pupils with activities and conduct campus tours independently.

5. To develop an awareness of the University’s wide range of courses, general issues around student life and internal developments outside your immediate subject area.

6. To assist prospective students in their understanding and interest in higher education and the University of Nottingham, by acting as a positive role model.

7. To motivate and raise the aspirations of students participating in activities. This work involves becoming aware of the barriers that some pupils face which may prevent them from accessing higher education.
8. To assist in maintaining good behaviour during on and off campus visits.

9. Ensure that correct procedures are followed in accordance with the Code of Conduct.

10. To be available for training sessions (Where possible at least 2 weeks' notice will be given).

11. To be available during busy periods throughout the year where your university timetable permits and some evenings and weekend. Where possible this will include some work outside of University term time, including UG Open Days.

12. To comply with Competition and Markets Authority guidelines when acting as a representative of the University. Full training on these will be provided.

13. To ensure all University policies are implemented within the remit of this post. This includes an awareness of child protection, safeguarding, health & safety, equal opportunities etc. Full training will be given.

14. To undertake any other reasonable duties as requested by Widening Participation, Recruitment Events and Schools and Colleges Liaison teams within the scope of the post.