



<b>Volunteering Opportunity</b>	NUBS Project Advisor
<b>Volunteer Co-ordinator name and contact details</b>	<i>MBA: Amrit Judge, lizapj@exmail.nottingham.ac.uk</i> <i>MSc: Andrew Bacon, lizadb@exmail.nottingham.ac.uk</i>

Every summer some of our full-time MBAs and MSc students work with a wide range of firms on various consultancy type projects. These projects typically run for three months from mid-June to mid-September each academic year.

Our students particularly our MBA students have good business experience and can help companies in all sorts of project areas such as market analyses, process modelling, efficiency improvements, strategic analysis, marketing strategies, financial analysis and other key business tasks/research.

We support our students with an academic supervisor from an appropriate Business School discipline whilst they are undertaking the project. Our students have access to all the information technology resources of the university's business databases such as Bloomberg, Thomson Reuters (EIKON), S&P Global Market Intelligence, Mintel, Euromonitor and Ft.com.

Projects can be delivered either in person or online. For the last three years we have successfully run projects online via Zoom, MS Teams etc.

Our students are not paid to carry out a project but if they incur some expenses directly related to project activities then it would be expected that the company cover these expenses according to the firm's own expense system. In the majority of cases students do not incur any expenses.

## The Role

### Step 1: Project Brief

As a Project Advisor, you will provide an initial one-page project brief including:

- Job title and name of the company/organisation contact
- Background to the company/organisation
- Functional areas covered by the project
- The project's key objectives
- The suggested project activities/tasks
- The projects required/expected outcomes

Companies may submit more than one project.

### Step 2: Shortlist and interview

The students apply for the projects (submit CVs, write a cover letter etc) much in the way they would if applying for a job. The candidates are interviewed by the company and if successful one student is offered the project. Just like in normal job situations firms may or may not appoint.

### Step 3: Students undertake project

Support students as they undertake the project with the resources, information and insights they need to achieve the expected outcomes of the project. Academic support for the completion of the project will be given by the University.

## Timeline and commitment



- **Step 1: Project Brief submitted by the end of March**
- **Step 2: Shortlist and interview in May/June** - projects are advertised to students in April/May. The candidates will be interviewed by the company, and if successful, one student is offered the project.
- **Step 3: Students undertake project** - the projects run from approximately mid-June to mid-September.

**Benefits for you, the volunteer:**

- Support from experienced students
- You choose who supports on a project through the selection and interview process
- Access (through students) to the University's business databases
- Experience fulfilment by mentoring students
- There should be opportunities to network with other professionals that have supported with this activity

**Who will suit this opportunity?**

A professional (alumni or non-alumni) who can personally offer or whose company/organisation can offer a 3-month project. Advisors can come from anywhere and willing to work in **BST time zone**.

**Who will benefit from your volunteering:**

- Students on the MBA and NUBS MSc programmes
- Organisations undertaking projects
- The local Nottingham community and beyond

Please contact [emma.winter@nottingham.ac.uk](mailto:emma.winter@nottingham.ac.uk) if you are interested in providing a project for Nottingham University Business School or would like to discuss this opportunity further.