Schools Liaison Ambassador Job Description

Role
As a Schools Liaison Student Ambassador you will support the UK Student Recruitment and Schools Liaison team by representing City at a variety of events, talking directly to prospective students, their teachers, and their families about your student experience, our courses and entry requirements. You are the face of the University and characterize what it means to be a City student and what it is like studying in London.

The types of student recruitment events a Schools Liaison Ambassador would attend are:
- Higher Education Fairs and Exhibitions
- Visits to City’s campus
- Talks and workshops
- Online Events
Ambassadors who prove they are responsible and work events consistently with good feedback will have the opportunity to become a Senior Schools Liaison Student Ambassador, which has a higher rate of pay and more responsibility at certain shifts.

Training
Schools Liaison Ambassadors are required to attend training before working at Schools Liaison shifts. They are also required to attend the Events Ambassador Training run by the Marketing Team.

Duties and responsibilities

Higher Education Fairs and Exhibitions
- Represent City at events primarily in London. These events are usually held in schools and colleges, as well as exhibition venues
- Talking with school, college and sixth form students who may be interested in applying to university, answering questions about City’s courses and entry requirements and sharing your student experience
- Managing the set-up of the City stand with banner, tablecloth and freebies

We often try and allocate at least two ambassadors per event, however please be aware that we do expect ambassadors to be comfortable attending these events their own and may ask you to do so. Travel and food expenses are reimbursed.

Events take place primarily in London, but Senior Schools Liaison Student Ambassadors may have the option to travel outside of London and have overnight stays in hotels.

Visits to Campus
- Support the UK recruitment team to deliver workshops on student life
• Talking with school, college and sixth form students who may be interested in applying to university, answering questions about City’s courses and entry requirements and sharing your student experience
• Deliver campus tours

Talks and workshops
• Deliver talks or workshops about your course or student life in schools/colleges or on City’s campus. Support will be provided

Please note these are usually offered to Senior Schools Liaison Student Ambassadors.

Online events
• Respond efficiently to questions over a live text-based chat with prospective students, answering questions about City student life
• You may also have the opportunity to produce content such as videos of talks to be used in events

Requirements
To be considered for this role, you are required to be:
• A current undergraduate or postgraduate City student
• Passionate and enthusiastic about City and your course
• Willing to learn or add to your knowledge about City’s history, campus, courses, student community and student support services
• Willing to learn about all of City’s undergraduate courses and entry requirements
• Able to work effectively on your own and in a team
• Approachable and friendly
• A confident public speaker
• Excellent written and verbal communication skills
• Reliable and trustworthy
• Comfortable with travelling to locations across London by public transport

Important information
The payrate for the Schools Liaison Student Ambassador role is £10.65 per hour (including holiday pay). The payrate for the Senior Schools Liaison Student Ambassador role is £12.33 per hour (including holiday pay).

We fully appreciate that your studies and timetabled lectures are your top priority. It is your responsibility to only sign up for shifts that you know you can work and you must factor in travel time getting to and from each event as most of these shifts are off campus. You choose which shifts you would like to sign up for. You can work as little or as much as you like.

You will be contacted after the closing date with a result to your application. Shortlisted candidates will be invited and required to attend a virtual selection process.

If successful, you will be added to an internal database available to members of the Marketing and External Relations team. Once added, there is no guarantee or obligation that all work initiatives will be offered to you by the University, nor are you under an obligation to accept any individual offer of work presented forward to you. This is a flexible scheme that is designed to work around your study commitments. Work assignments will be offered based on the requirements of the role, interest shown and your availability.
To apply, please complete the following application form by Sunday 30th October 2022, 11:59pm (GMT):

https://cityunilondon.eu.qualtrics.com/jfe/form/SV_bCS1y12sFTm17X8