

University of HUDDERSFIELD

Schools & Colleges Liaison Service Student Ambassador Job Description

Job Title:	Student Ambassador	Grade:	3
Department:	Schools & Colleges Liaison/Media Relations Team (MCSR)	Dates:	***
Responsible to:	Scheme Co-ordinator	Hours:	Ad hoc

Main Objectives:

This role is about promoting the University and sharing your experiences with prospective students. It is a varied role and you can choose to focus on certain aspects of it over others.

To share your experience of university and student life with school students aged between 10yrs and 18yrs. This will operate either through visits to the campus and attending visits in schools and colleges.

To share your experience of University with prospective students aged 16-19. This may include creating content for Social Media, writing blogs, filming vlogs, being involved in filming projects, chatting with students on Unibuddy or engaging with students on The Student Room forum.

To offer basic guidance to school or college students and members of the public, with regard to the University of Huddersfield experience.

Main Duties and Responsibilities:

- 1) To supervise and support groups of school children when visiting the University campus whilst facilitated by a member of Schools and Colleges Liaison Service (SCLS).
- 2) To encourage school/college students to take part in Higher Education games and activities (previously devised by SCLS) and explain the terminology of Higher Education.
- 3) To conduct campus tours for school/college students, teachers/ advisers, prospective students, families and members of the public.
- 4) To take part in informal student panels sharing examples of your university experience with students or members of the public.
- 5) To guide visitors on campus to various locations during event.
- 6) To create content for social media including Instagram Story posts and reels, blogs and vlogs, working with Media Relations and Content officers.
- 7) To suggest ideas for content for social media including blog and vlog topics.
- 8) To be involved in activities for the Marketing Team including writing copy for the Undergraduate prospectus or occasional filming projects.
- 9) To answer prospective students questions on Unibuddy and/or The Student Room.
- 10) To assist with dismantling and tidying event spaces.

- 11) Promote a positive image of the University at all times.
- 12) Any other duties pertinent to the grade of the post that might be requested at any time.
- 13) Complete mandatory training as part of the scheme training programme.
- 14) Adhere to all safeguarding and health & safety procedures as instructed.



