



UCL

UCL VPEE Student Ambassador Job Description

Deadline for applications: Monday 16 October 2023 23:59

Job description and person specification

VPEE Student Ambassadors are current UCL students employed on a casual basis to assist with activities primarily for the Student Recruitment team at UCL, particularly campus tours and school events.

Specific tasks include:

- To lead UCL campus tours and make presentations about UCL for prospective students
- To offer advice about UCL and the student experience to prospective students in an enthusiastic and confident manner
- Assist with UCL social media projects
- Blogging, writing for UCL social media channels
- Subject to further training, to support UCL staff at visits to schools and colleges
- Subject to further training, to assist at UCL Open Days and Graduation Ceremonies
- To provide support as required for other Student Recruitment Marketing activities (e.g. Higher Education and Student Recruitment fairs)

VPEE Student Ambassadors represent UCL by:

- Promoting and enhancing the reputation of UCL to prospective students and their influencers
- Providing positive role models to those thinking of studying at UCL and about higher education as a whole
- Supporting the smooth running of UCL events led by VPEE



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VPEE Student Ambassadors are responsible for:

- Representing UCL in a competent and professional manner
- Maintaining a welcoming and inclusive atmosphere for all visitors to the University/ event participants
- Proactively provide practical support to University staff running events, e.g. helping set-up, welcoming visitors, facilitating campus tours, answering questions, giving directions, assisting with registration, etc.
- Discussing and sharing experience of their own education, past and present. This may include giving presentations to groups of students/ parents/ teachers about aspects of university student life at UCL, as directed.
- Being aware of university policies and procedures including Safeguarding Children, Data Protection, Consumer Rights and Manual Handling.
- Ambassadors will be required, from time to time, to fulfil other duties as appropriate to their skills.

Please note: successful applicants are required to complete training in order to become a VPEE Ambassador. This training is compulsory and paid at the current hourly rate (see below).



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Payment

VPEE Ambassadors are casual workers, currently paid £13.53 per hour of work completed.

Pay is made one month in arrears on the last working day of the month and is administered by Unitemps. For every hour that you work you will accrue £2.23 holiday pay.

Details of how to register for jobs and claim payment will be given to you during training.

Timescale & Hours

VPEE Student Ambassadors are current UCL students employed on a zero-hour contract to assist with activities primarily for the Student Recruitment team at UCL, particularly campus tours and school events.

Campus tours currently represent the bulk of the role.

Mar-Apr and Jun-July are especially busy times and often we will run more campus tours at different times and days during these periods.

There is no minimum time commitment, and you are entirely in control of whether you sign up for shifts, depending upon your availability. Hours per week vary but typically average 2 hours per week in quiet times and 4-6 hours per week in busy times.

If you are a Tier 4/Student visa holder, [please click here for more information on the hours you are allowed to work per week.](#)



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Personal Specification – Skills and Experience

Essential

- Reliability, punctuality, and an enthusiastic approach to work
- Good interpersonal and communication skills. Specifically, the ability to connect with your peers and talk about UCL and your degree in a positive and informative manner
- The ability to work both individually and as part of a team
- Good attention to detail and organisational skill
- A good knowledge of UCL, in particularly your degree.

Desirable

- Previous experience as an ambassador or in a customer service role
- Comfortable being on camera for filming opportunities
- Knowledge of social media apps

This is a great scheme for you, if you:

- Are proud of UCL and want to share your experience with future applicants
- Are happy to help and guide prospective students in making important decisions about their future
- Enjoy working with young people from different cultural backgrounds
- Require flexible working hours to fit with your studies
- Are keen to develop your communication, interpersonal and time management skills to enhance your CV and increase your employability

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[Click here to apply](#)