**Application Form - UCL Graduation Assistant 2018**

**OFFICE OF THE VICE-PROVOST
(DEVELOPMENT)**

The Alumni Relations team from the Office of the Vice Provost – Development (OVPD), is looking for outgoing and reliable students to play a vital role in this year’s graduation ceremonies, held throughout July and September.

**Brief description of role:**

The Alumni Relations team is responsible for building the UCL community globally and ensuring that former students still feel part of the UCL family. The team delivers a number of activities to encourage and enable alumni to stay in touch, including newsletters, reunions, professional development opportunities, international events and much more.

Your main role as a Graduation Assistant will be to approach graduating students on the day, explaining that we need their most up-to-date contact details so we can tell them about the great (and free!) benefits and services that are now available to them. You’ll be recording their details using an iPad and will encourage them to visit the Alumni stand for further information. At quieter times you may also be required to man the Alumni stand, providing information on the range of benefits available to UCL alumni and handing out free merchandise.

**Salary:**

£11.46 per hour + holiday pay

**Key skills and attributes required:**

* **Reliability** - we need you to be 100% committed to the role.
* **Professionalism**- you’ll be an ambassador for UCL and the work of OVPD.
* **Approachability** - you’ll need to be outgoing, friendly and polite.
* **Communicative –** you’ll need great face-to-face communication skills.

**Commitment required:**Please ensure you have availability on the following dates before applying:

* **Week commencing 4 June -** shortlisted applicants will be required to attend an interview
* **Monday 25 June**, 10am-midday – compulsory training session (paid)
* **Week commencing 27 August** (exact date TBC) – compulsory refresher training session for those working at the September ceremonies (paid)

Please complete all questions in this document and return by email to Katie Raymond (k.raymond@ucl.ac.uk) by **11:59pm** on **Sunday 27 May 2018.** If you have any queries about the form or the role, please contact Katie.

Emailed forms must be returned in either Word (.doc or docx) or PDF format. Other formats will not be accepted.

*Are you interested in working for OVPD but aren’t free over the summer? We have a variety of paid student roles available throughout the year. For more information, email* *k.raymond@ucl.ac.uk**.*

**Please complete the following questions:**

1. Please indicate on which days you would be available to work by placing **X** in all applicable boxes below. You can sign up for shifts in July and September.

Shifts will normally run from 8.30am – 5.30pm. There may be occasions where additional hours are required but you will always be notified in advance.

**July ceremonies:** If you would like to work during the July ceremonies, please only apply if you can commit to working a minimum of three full days during this period.

**September ceremonies**: If you would like to work during the September ceremonies, please only apply if you can commit to working a minimum of two full days during this period.

|  |  |
| --- | --- |
| Mon, 2 July |  |
| Tue, 3 July |  |
| Wed, 4 July |  |

|  |  |
| --- | --- |
| Wed, 25 July |  |
| Thurs, 26 July |  |
| Fri, 27 July |  |

|  |  |
| --- | --- |
| Mon, 3 Sept |  |
| Tue, 4 Sept |  |
| Wed, 5 Sept |  |
| Thurs 6 Sept |  |

1. If successful in applying for this position you must attend a compulsory training session and refresher course prior to the September ceremonies. Please confirm you are able to do so by placing **X** in both boxes.

|  |  |
| --- | --- |
|  | I will be available to attend a training session from **10am – midday** on **Monday 25 June 2018** |
|  | I will be available to attend a training/refresher session **w/c 27 August 2018** (exact date TBC) |

1. Your Details:

|  |  |
| --- | --- |
| First Name: |  |
| Surname: |   |
| UCL Username (i.e. zctlwz9): |  |
| Address: |  |
| Mobile Phone Number: |   |
| Alternative Phone Number: |  |
| Email:  |   |
| Type of Degree (e.g. BA/MA) |  |
| Degree Subject:  |   |
| Start year |  |
| End year |  |

1. Do you have any access requirements?

 YesNo

If yes, please specify:

1. Do you have any dietary requirements?

 YesNo

If yes, please specify:

1. Please tell us why you are suitable for the role, including examples of occasions where you have demonstrated the required key skills and attributes. (max 500 words)