



Job Description Student Ambassador

Job title: Student Ambassador	
The main purpose of the job: Promoting the services of the employability department and the college, demonstrating a positive culture of Mont Rose College and engaging and supporting prospective and current students and participating in the college life.	
Department: Employability Department	Location/branch: Mont Rose College/Shakespeare House
Position reports to: Employability Manager	The position is responsible for: N/A
Length of contract: Part-time/Permanent	Hourly Rate: £10.42 per hour (National Living Wage)

Main duties & Benefits

Duties

- Deliver talks about your course and student life
- Share your unique student experience
- Support the employability initiatives and events including Workshops, Zephyr Magazine, The Angel competition and social media platforms
- Participate and support in student engagement projects and events (e.g. Student Union, Alumni, and Marketing etc.)
- Attend and promote MRC at networking events
- Research and create content for the digital platforms and zephyr Magazine
- Support internal/external careers events and fairs
- Support visits to local schools, colleges and community events
- Providing encouragement and advice to prospective and current students
- Represent MRC Employability department and College to a high standard always

Other Responsibilities and Projects

- Work with different academic and professional service departments
- Provide support for recruitment, administrative and logistical initiatives
- Assist with short- and long-term projects and one-off events
- Assist in the running the running of Access Participation Students and Student Success activities
- Facilitate workshop discussions with groups of pupils
- Deliver workshops and presentations to school/college pupils on higher education



Student Ambassadors must be able to participate in training sessions and be willing to undergo DBS checks, where required. In addition, Ambassadors will be expected to adhere to the Student Ambassador Scheme Code of Conduct and other associated policies and guidelines

Person specification

Factor	Essential?	Desirable?
Qualifications	N/A	N/A
Experience & Knowledge and Understanding	<p>A registered or current student at MRC</p> <p>Demonstrating an understanding of equality and diversity and willingness to show commitment to promoting equality of opportunity in all aspects of your work</p> <p>Experienced studying in person and online</p> <p>Ability to demonstrate an understanding of the issues and challenges faced at balancing family life and studies, and students from disadvantaged socio-economic backgrounds</p>	<p>Knowledge of the college, your course</p> <p>Experience of working with variety of different age groups</p> <p>Experience in giving advice and guidance</p> <p>Experience in social media and knowledge of the different platforms</p>



Aptitude, Skills, and Abilities	<p>Well-developed communication skills, both written and verbal</p> <p>Effective time-management skills and the ability to prioritise your workload</p> <p>Punctuality and reliability</p> <p>Be an active team player</p> <p>Proficient in Microsoft Office</p> <p>Positivity and the ability to be encouraging about the opportunities open to students, either at placements or MRC</p> <p>Ability to provide information and share your experience on the benefits of MRC, working environment and education</p> <p>Having an interest in your degree subject and the ability to enthuse students to further their education</p>	<p>Desires to support students in their career development and progression</p> <p>Solution-focused</p> <p>Digital and design skills</p> <p>Event Management experience</p> <p>Great at thinking on your feet and using your initiative</p>
Personal Attributes	<p>Empathy</p> <p>Organised</p> <p>Approachable</p> <p>Ability to multitask effectively</p> <p>Demonstrated flexibility</p>	<p>Public Speaking</p> <p>Speak 2 or more languages</p>