

Student Country Ambassadors – Job description

Outline of project:

AUB Country Ambassadors is a new project being trialled by The International Development Unit in the 2015-16 academic year. We are looking for students to act as paid country ambassadors for the following countries and regions:

- Russia and CIS
- North America
- Thailand
- China
- India
- Japan
- South Korea
- Norway

The Country Ambassadors will exist to:

- Create long lasting professional and support networks of AUB students from each of the countries above, past and present
- Provide stronger links between AUB and its international students, before they join, while they're here and after they leave.
- Propagate the creative culture of the countries represented at AUB to enrich the student experience for all AUB students (eg: through collaboration with AUBSU to run events, workshops or publicity of student achievements)

Remuneration and hours of work:

£7.23 per hour to a maximum of 30 hours per term. Extra hours possible on an ad hoc basis, subject to mutual agreement between post-holder and Head of International Development.

Outline of the job:

- Administer dedicated country focussed Facebook and Twitter pages, updating feeds with multimedia posts about the activities of AUB students/alumni and interacting with visitors to these pages.
- Champion the establishment of an official AUBSU country society and liaise closely with that society thereafter
- Assisting with alumni engagement and in-country alumni events. Ensuring that outgoing graduates register contact details.
- Answering questions from potential students or putting them in touch with other current students from their country at AUB
- Offer advice to current students who are experiencing problems
- Liaising closely with AUBSU international officers to promote events, including national celebrations such as Diwali or Chinese New Year and workshops on country specific themes
- Carrying out visits to schools and universities during trips to home country
- Ad hoc administrative support

Reporting structure:

These positions will report to the International Development Unit member of staff who is responsible for the country in question:

China – Mrs Dan Meyer

Japan, South Korea, Norway – Mrs Chizu Frankish

India, USA, Thailand, Russia – Mr Robin Zadara

Output will be monitored through key performance indicators, to be agreed mutually between the post-holder and International Development Unit staff, in line with the deliverables outlined above.

Person specification:

- Current AUB international student
- Outgoing personality
- Good public speaking skills
- Good attendance and academic progress record
- Fluency in the language and culture of the relevant country
- Understanding of the education system in the relevant country
- Approachable/empathetic

Closing date for applications and selection procedure:

The closing date for applications will be Friday 13th November. Informal interviews will be held on Wednesday 25th November. The successful applicant will be notified by Monday 30th November.