

Student Country Ambassadors – Job description

Outline of project:

We are looking for students to act as paid country ambassadors for the following countries:

- North America
- China
- Japan

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 (e.g. through collaboration with AUBSU to run events, workshops or publicity of student achievements).

Remuneration and hours of work:

£7.65 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, Thailand – Mrs Chizu Frankish

USA, Norway – Miss Siobhan Miller

India, Russia – Mrs Georgina Morrin

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 Monday 6th February 2017. Informal interviews will be held the week beginning 13th February 2017. The successful applicant will be notified by Monday 20th February 2017.