

ROLE DESCRIPTION

ROLE TITLE:	Student Ambassador
ROLE PURPOSE:	
To represent the values, course offering and progression of the AUB to prospective students, teachers, career advisors and parents at key recruitment events (on and off campus). To participate at Gallery Events e.g. exhibitions and assist at Gallery School Workshops. The role is varied and changeable, but in its simplest form it is to be an Ambassador for the University.	
KEY TASKS	
Event Support	
<ul style="list-style-type: none"> • Represent the University at recruitment events, such as open days, careers and recruitment fairs, school talks and visits. • Support the set-up of recruitment events. • Act as a tour guide at the University, giving visitors an informative overview of the university campus and telling them about student life. • Play a key part in ensuring that visitors have an enjoyable and rewarding experience at the university by being approachable and helpful at all times. • Represent the University at Gallery events, meeting and greeting guests, event set up and break down (evenings and weekends). • Assist at Gallery School Workshops, workshop set up and break down, working with young learners, preparing materials and AUB promotion. 	
Event Administrative Support	
<ul style="list-style-type: none"> • Event clerical duties, such as mailings and data-entry. • To complete paperwork associated with events including writing evaluation reports, preparing goody bags and collating feedback. 	
Team Work	
<ul style="list-style-type: none"> • Actively participate as a member of the Student Ambassador team, contributing to a professional approach at events. • Work flexibly as a member of the Student Ambassador team to ensure the smooth running of recruitment and gallery events. 	
Postive Approach	
<ul style="list-style-type: none"> • Promote a positive image of the University at all times. • Provide excellent customer service at events and use your knowledge and expertise of the University to assist visitors. • Act as the first point of contact with visitors to the University and answer queries in a friendly and courteous manner. • Be presentable at all times and representative of AUB standards at public facing events. 	
Training	
<ul style="list-style-type: none"> • Complete mandatory training before recruitment and gallery events. Take part in any relevant training as part of the Student Ambassador programme including: training on AUB and courses, campus tour training, Gallery training. 	
SKILLS/KNOWLEDGE/EXPERIENCE	
<ul style="list-style-type: none"> • Reliable • Enthusiastic • Able to work as part of a team • Excellent organisational skills 	<ul style="list-style-type: none"> • Punctual • Approachable and friendly manner • Confidence • Excellent communication skills • Proactive and self-motivated