**Please note that this role is only available to students studying with the School of Education.**

Being a Student Ambassador for the School of Education is a great way to get involved in your University and gain valuable skills for the future. You’ll learn more about the University, experience working in a professional and fun environment, improve your communication and interpersonal skills, gain experience of working with people of different ages, develop essential customer service skills and earn money.

**Typical work includes:**

* Responding to questions from prospective students and their families at Open Days and other recruitment events
* Giving presentations at Open Days and other recruitment events about your experience as a student
* Taking part in webinars or online Q&A sessions with prospective students
* Sharing your experience as a student with prospective students ie. writing a student blog / producing a video diary
* Contributing to our Social media content, ie. Instagram student take-over
* Taking part in photo or video shoots to promote the school
* Monitoring and responding to relevant chat forums on the Student Room
* Co-ordinating advice and/or training to new Student Ambassadors when necessary

**Person specification:**

Essential

* Current student at the School of Education
* Approachable and enthusiastic
* Able to work independently, being proactive and using initiative
* Excellent communication skills – must be able to talk confidently and clearly to groups
* Good team worker
* Good understanding of the UK University application process
* Reliable and able to uphold commitments
* Good organisational skills – must be able to manage their time to ensure work/study balance
* Able to present self in appropriate and professional manner

Desirable

* Experience of working in a customer facing or customer service role
* Experience of writing blog posts and delivering presentations

You will attend a training session after you are appointed, giving you a general outline of the role of Student Ambassador and the type of work you will be doing.

**Working hours:**

You will work on a casual basis at key times throughout the year - there are no set hours.  When an opportunity to work comes up, Student Ambassadors will be contacted via email and work is allocated on a first come first served basis.

**Application Details:**

[Apply Now](https://forms.gle/5nixgaHTvc6otQR89)

Application website: [Apply](https://careerconnect.sheffield.ac.uk)

Application closing date: Monday, 2 November 2020

How to apply: Please follow the instructions in the Application Details above. Please note if you have not heard from us by 11 November you should assume that your application has been unsuccessful on this occasion.

**Fact File:**

Vacancy type: Part-time/casual work – on campus

Occupational areas: Customer Service and Administration and Education and Training

Salary range: Student Ambassadors are paid @ Grade 2.2 + holiday pay.  The current hourly rate for Grade 2.2 is £9.34.