Job Description: International Student Ambassador
Department: International Recruitment Team, External Relations

Please note this vacancy is only for International Students

Background
The International Recruitment Team provides information about the University of York to prospective applicants and their advisers through a range of activities. Travelling to events both in the UK and overseas to promote the University.

We run a successful International Student Ambassador Scheme and we are looking to recruit new ambassadors to join our existing team. International Student Ambassadors assist at a variety of events; their role is to give a fair and accurate representation of the University from a student perspective. This insight is highly valued by prospective students, as well as their parents and other supporters.

Main Duties and Responsibilities
International Student Ambassadors should have a good understanding of Departments and courses currently offered (or be willing to learn), and of the University's facilities and services.

International Student Ambassadors are expected to be involved in a range of Student Recruitment and International Recruitment Team activities. The most frequent examples are:

- **Tours of campus**
  International Student Ambassadors give tours of both campuses to prospective applicants, agents, and other partners, showing all the facilities that the University has to offer. This includes answering questions and providing information on the University's range of courses and student life here.

- **Communication with potential students via UniBuddy** speaking to potential applicants and offer holders about your University experiences via the UniBuddy app platform. UniBuddy is a peer-to-peer engagement platform.

- **Profiles/Blogging**
  The International Recruitment Team may ask for a written or video profile for use on the University website and other marketing publications.

- **Online events**
  The International Recruitment Team run online events for students who are unable to visit York. These usually take the form of question and answer web chats, and last from between 1 and 2 hours.

- **Attendance at off-campus events**
  Occasionally International Student Ambassadors may be invited to visit recruitment fairs outside of York (accompanied by a member of staff).

- **Administrative duties**
  The International Recruitment Team mail large amounts of prospectuses worldwide and ambassadors may be asked to assist with the packing and labelling of these. Other administrative
duties include data entry, online research and occasional translating duties (if ambassadors are fluent in a particular language).

Training
We provide training for all these activities. Training takes a couple of hours and successful applicants will be required to attend a 2 hour training session these will take place on either Wednesday 30th October or Thursday 31st October in the afternoon. Attendance at training is mandatory.

Pay, benefits and expectations
Your hours will be flexible in nature and will be allocated on a mutually acceptable basis. Events can take place on weekdays, evenings, weekends; both during and outside of University term time. The payment will be:

- Ambassador under 25 years old: £7.70/hr plus holiday pay
- Ambassador aged 25 years and over: £8.21/hr plus holiday

Representing the University shows a level of commitment and responsibility that graduate recruiters are looking for. Working as an International Student Ambassador will develop your communication and customer service skills as well as your self-confidence. International Student Ambassadors will also benefit from meeting new people, taking part in rewarding and worthwhile initiatives, learning new skills as well as having lots of fun at work.

Person Specification

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<th>Attributes</th>
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<tr>
<td>Education</td>
<td>• Current York undergraduate or postgraduate international student. Defined by overseas fee status.</td>
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<td>Experience and knowledge</td>
<td>• Experience of working as part of a team; whether through paid work, volunteering, sports, societies or similar.</td>
<td>• Previous experience of representing a high school, college or department at external events.</td>
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<td>• Knowledge of the various processes involved in becoming an International student at York, such as accommodation.</td>
<td>• General knowledge of the University of York and involvement in student life for example ISA, societies, sports, YUSU, RAG or activities around the city.</td>
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<td>Interpersonal skills and qualities</td>
<td>• Responsible, reliable and a good timekeeper.</td>
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<td>• Diplomatic, confident, friendly, approachable and enthusiastic.</td>
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<td>• Have the ability to take the initiative and be proactive about tasks.</td>
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<td>• Interact well and enjoy working with a wide range of audiences including students, teachers, parents and careers advisers.</td>
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Application process
The application form is online and available below the link to this job description.

Our selectors receive a high volume of applications so please think carefully about what makes you stand out as a candidate. Applicants who are successful at this stage will be required to attend a group interview with members of International Student Recruitment Team. **Interviews will take place on Tuesday 22\textsuperscript{nd} October 2019 and Wednesday 23\textsuperscript{rd} October 2019.**

Further information
If you have any questions about the application process or require more detail about what the role involves, please contact the International Recruitment Team. Email questions to international@york.ac.uk or telephone on 01904 323534.