

## International Student Ambassador Role EU Campus

**Faculty/Service:** International Development Office

**Job Title:** International Student Ambassador EU Campus (2 roles)

**Job Purpose:** To support International Development in its activities and responsibilities. To promote Northumbria University and Northumbria University's Amsterdam Campus and partnership with Amsterdam University of Applied Sciences (AUAS) to prospective students.

**Responsible to:** Amsterdam Campus Director / IDO Manager (Europe)

**Salary:** £ 1000 per year (Payable in 2 instalments)

**Attendance Requirements:** A minimum of 50 paid hours over the year with additional voluntary hours to be performed by the Ambassador

### Role Activities:

- Support international recruitment activities in the UK and overseas, specifically Amsterdam Campus AUAS 2019/20 cohort
- Promote the partnership between Northumbria University and AUAS and the course offer
- Develop and maintain excellent working relationships with AUAS colleagues and AUAS Students' Union
- Develop recruitment-related publicity and marketing information including web profile
- Take part in publicity and events including photo shoots
- Develop digital and hard copy resources for recruitment activities
- Maintain a blog including regular blog posts about Northumbria University and AUAS e.g. course information and city information
- Support on-campus activities with current and prospective students such as focus groups, welcome events and graduation
- Deliver campus and accommodation tours
- Support communication with prospective students such as emails, social media, phone calls
- Attend initial training sessions and meetings when required, being punctual and maintain regular contact with International Development and Marketing staff
- Undertake other responsibilities as required

### Person Specification

		E/D
1.	<b>Specific Knowledge</b>	
	<ul style="list-style-type: none"> <li>• A good understanding of study abroad programmes, their value, impact and benefits in order to promote and advocate to potential applicants to Northumbria and AUAS.</li> </ul>	E

	<ul style="list-style-type: none"> <li>• Sound knowledge of Northumbria University's partnership with AUAS</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Sound knowledge of Northumbria University's range of available courses and entry requirements, specifically courses on offer at Amsterdam Campus</li> </ul>	E
<b>2.</b>	<b>Skills and Abilities</b>	
	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills including the ability to make presentations to a large variety of audiences in a confident manner</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Proven interpersonal skills and the ability to engage with others and work in a team</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Enthusiasm and a proactive approach to promoting the University as a centre of excellence</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Committed to helping international/ EU students</li> </ul>	E
	<ul style="list-style-type: none"> <li>• The ability to work independently on your own initiative as well as co-operatively with staff and students</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Excellent time management</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Comfortable with using social media platforms (eg. Facebook, Instagram)</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Filming and editing skills including shooting short videos, editing raw footage and experimenting with styles and techniques</li> </ul>	D
<b>3.</b>	<b>Experience</b>	
	<ul style="list-style-type: none"> <li>• Experience in public speaking and presenting</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Evidence of enthusiasm and positive approach to University life</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Experience of customer service</li> </ul>	D
<b>4.</b>	<b>Education/Training</b>	
	<ul style="list-style-type: none"> <li>• An enrolled undergraduate student at Northumbria University for the 2018/19 academic year</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Good academic standing (2.1 or better)</li> </ul>	D
<b>5.</b>	<b>Other Requirements</b>	
	<ul style="list-style-type: none"> <li>• Must have studied at Northumbria University for a minimum of one academic year</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Willingness to travel overseas to support recruitment events</li> </ul>	E

**Legend:**

**E = Essential**

**D = Desirable**