



Student Ambassadors

Job Description

POSITION OVERVIEW

Hours	Flexible
Payment	£10.75 per hour. Set payments for selected events. Travel expenses for off-campus events.
Start	January 2022

Student Ambassadors have said:

"The Student Ambassador scheme is a fantastic way to be at the very heart of the college and is great for those who want to develop their interpersonal skills."

"The Student Ambassador scheme is a great way to earn some money while working with fellow students and office staff in a friendly atmosphere."

"I love being part of the marketing. It's a never-ending source of amusement for friends and family to find merch or prospectuses with my face in them."

DUTIES AND RESPONSIBILITIES

- Support NCH Marketing, Admissions, Recruitment, and Visas Team in the recruitment of undergraduate and postgraduate students, to meet institutional recruitment targets.
- To be a positive student role model, encouraging young people to consider New College of the Humanities as their choice for university.
- Attending student recruitment events, both in person and online, such as open days, prospective student taster events, interviews, and others.

JOB DESCRIPTION STUDENT AMBASSADOR

- Assisting at and occasionally leading off-campus events, including but not limited to: school visits (recruitment, society talks, lectures, etc) and higher education fairs.
- Participating in the NCH Buddy Scheme.
- To complete tasks assigned by members of the Admissions and Recruitment team, which may include but are not limited to:
 - Responding to prospective student enquiries via emails and an online platform.
 - Giving ad-hoc tours and meeting with prospective students, advisers, agents and parents.
 - To help with telephone conversion campaigns and clearing.

Please note that ambassadors are not required to take part in all of the above but are expected to sign up for a range of events throughout the year.

Person Specification (Essential / Desirable)

- Must be a current NCH student.
- Excellent communication skills (oral and written).
- Experience in working with young people and/or a demonstrable interest in doing so.
- Understanding of the objectives and benefits of a Humanities education.
- Experience of/ willingness to deliver presentations.
- Reliability and commitment.
- Willingness to travel, sometimes independently (public transport only).
- Evidence of enthusiasm and understanding of the unique selling points of NCH.

APPLICATION PROCESS

1. Submit your CV and a Cover Letter [here](#) addressing the question: **"Why would you make a good NCH Ambassador?"** Make sure to include any relevant experience!
2. An interview will be arranged following a preliminary selection process.
3. Before taking part in ambassador duties you must have completed a full day of training.

Any questions can be directed to senior.ambassadors@nchlondon.ac.uk or kinga.jurkiewicz@nchlondon.ac.uk.