



School of Modern Languages and Culture

SMLC Student Ambassador – Recruitment

JOB DESCRIPTION:

This paid role is primarily to deliver high quality support to the School's Student Recruitment/Admissions team, although Ambassadors may sometimes be asked to provide support to other events/activities.

Student Ambassadors may be asked to work all or some of the following types of events:

- Open Days (usually in late September/October and June)
- Offer Holder Days (usually in February and March/April)
- Live Chats and online recruitment events
- Individual tours of campus and meeting prospective students (ad hoc)
- Schools Outreach events (on and off campus)
- Ad hoc recruitment events (may be held off-campus)
- Photoshoots and/or providing written quotations for School publicity
- Welcome Week

Duties:

- Taking part in presentations
- Tours of campus
- Informal Q&A sessions
- Setting up and clearing up after events
- Ensuring visitors are escorted to relevant locations across campus
- Undertaking training as appropriate to the role – including specific IT packages to deliver online events

PERSON SPECIFICATION

- Ability to communicate effectively and with enthusiasm about studying at Warwick and in the School
- Ability to maintain a professional manner at all times
- Ability to demonstrate confidence and positivity
- Flexibility and willingness to adapt to the requirements of the event
- Ability to work independently and as part of a team
- Friendly and approachable manner