

WE'RE HIRING

**STUDENT
AMBASSADORS**

INTERESTED?

**MORE INFORMATION IS INSIDE THIS
APPLICATION PACK**

**CLOSING DATE
THURSDAY 1ST OCTOBER 2020**

WHAT DOES A STUDENT AMBASSADOR DO?

As a Student Ambassador you will:

- Support college staff in promoting the college
- Be fully trained and supported
- Develop your skills & enhance your CV
- Join a fantastic team
- Meet students from accross college
- Represent the college at various events
- Be paid the national minimum wage

WHY BE A STUDENT AMBASSADOR?

I can't express how much fun it has been!

I would recommend it to anyone, not only will you gain many life skills but also you'll have a lot of fun!

Being a Student Ambassador has helped me develop confidence outside of my course. It has also enabled me to promote the college and give something back.

A Student Ambassador is not something I ever thought I could be until coming to Kendal College! It has helped me gain confidence that I never thought I had. I have met some amazing people that I wouldn't have met if it wasn't for being an Ambassador.

It has given me the skills that I can use in the future to help myself and other people.

Being a Student Ambassador and having the opportunity to welcome future students is a lot of fun!

Being a Student Ambassador for the past three years has been fabulous, not to mention that the mutual respect between yourself and the staff while you work with them is wonderful.

Job Roles and Opportunities

The Student Ambassador role is vital in the positive promotion of the college.

There is a variety of different ways you could be involved.

Work is allocated according to availability, reliability and suitability for each job as it arises.

You are not expected to attend all events.

Open Days, Admissions and other College events

- Welcoming visitors to the College
- Sharing your College experiences
- Supporting the organisation of events

School & Community

- Promoting the College at external events
- Developing the resources & presentations used at these events

** Please note that transport home after events cannot be provided. You must ensure that you are able to get home safely

Social Media

- Working with Marketing to review social media activity and support its development.
- Posting and promoting on social media

Administration

- Supporting the business administration eg. part-time enrolments, issuing ID cards

Person Specification

Essential Skills

- Effective speaking and listening skills
- Good people skills - able to relate confidently to visitors, staff and students
- Have a personal interest in promoting the College in a positive way
- Be punctual and reliable
- Able to work well individually, use initiative, and work as part of a team
- An understanding and belief in treating everyone equally and valuing diversity

Desirable Skills

- Able to keep calm in difficult situations
- An understanding of excellent customer service and the ability to deal with customer enquiries
- Knowledge of the College campus and subject areas offered by the College
- IT and administration skills

Submitting your application

- Your application should detail any previous experience that you have, whether paid or voluntary, this may include experience from school, college, youth clubs, hobbies or interests.
- Please read the job description and person specification before completing your application form.
- The closing date for applications is Thursday 1st October 2020.
- Late forms will not be considered.

If your application is successful

- We will contact your tutor for a reference.
- You will receive a text and email inviting you for an interview on the date you selected.
- Interviews will take place on either:

Wednesday 7th October 2020, 5pm-7pm
at the Milnthorpe Road Campus

Thursday 8th October 2020, 5pm-7pm
at the Arts & Media Campus

If your interview is successful

- Firstly, Congratulations!
- Training will take place between 5-7pm on both Wednesday 14th AND Thursday 15th October.
- You will be paid for both the training sessions.