# International Student Ambassador Job Description

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<th>Role of Ambassadors:</th>
<th>To support the International Office in its activities and responsibilities</th>
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<td>Duties:</td>
<td><strong>Primary duties:</strong>&lt;br&gt;• Giving University of Bristol campus tours to a variety of audiences including prospective students, their parents, VIP visitors, etc. This involves showing groups around the campus while answering their questions about the University and talking about your experiences as a student. The aim is to allow visitors to learn more about the University and to allow prospective students to hear the perspective of a current student. Ambassadors plan the tour routes themselves based on the interests of the visitors&lt;br&gt;• Assisting with Welcome Lounge activities (video) for new international students during different intake periods in the summer, autumn and winter. This includes helping with welcoming new international students upon arrival at airports, coach and train stations and making them feel at home, encouraging them to get involved with University activities&lt;br&gt;• Supporting the Global Lounge programme of cultural celebrations, Language Café, day trips and other events. Duties will include actively engaging event participants in activities, facilitating events, setting up and breaking down after events, serving food, and other duties assigned on the day&lt;br&gt;Other duties:&lt;br&gt;• Attending compulsory training sessions&lt;br&gt;• Helping with university recruitment activities, including open days, school visits etc.&lt;br&gt;• Helping to promote International Office’s activities on social media&lt;br&gt;• Providing feedback to improve processes in the future&lt;br&gt;• Assisting with general office tasks&lt;br&gt;• Other tasks, as and when required, in keeping with the role of Ambassadors</td>
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<td>About you:</td>
<td>International Student Ambassadors must be current students of the University of Bristol. We welcome applications from all nationalities including UK nationals. You must be a student for the full academic year 2020/21. If you will be on a year abroad or in industry during 2020/21, you may still apply now and work during the following year when you return to Bristol.</td>
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<td>Essential Skills:</td>
<td>• Excellent face-to-face communication and interpersonal skills to be able to engage with students and other</td>
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visitors and communicate information clearly and confidently

- Enthusiasm and commitment to helping international students and the wider University community
- Enthusiasm and commitment to promoting the University of Bristol to prospective students and other visitors
- Good problem-solving skills and ability to work on own initiative
- Sensitivity and knowledge of working with people from other cultures and diverse backgrounds
- Good organisational skills such as time keeping and prioritisation

**Desirable Skills:**

- Experience of assisting with and/or running events
- Experience in customer service
- Experience of adjusting to a new culture

**Physical Requirements:**

International Student Ambassadors must be able to move around campus (including in cold or wet weather) in order to lead Campus Tours. If you feel that you would have any difficulties with this, please contact us to discuss.

This role often involves some light manual handling, for example moving boxes of around 5kg. If you feel that you would be unable to do this, you are still welcome to apply for the role – please contact us to discuss.

**Why join the Ambassadors scheme?**

- Paid work experience to enhance your CV and contribute to the Bristol PLUS award
- Full training provided for you to build your knowledge and skills required for this role (customer service, leadership, event support, and cultural awareness)
- Meeting people from around the world and being part of the diverse and growing international student community

**How to apply:**

Please complete the application form. Candidates will also be asked to submit a self-recorded video which will be used to judge speaking & presentation skills; instructions for this will be sent after the initial application has been submitted.

**Application Deadline:** The application period will close on Sunday 23 February 2020.

**Interview Date:** Interviews are scheduled on Wednesday 18 March 2020, and will need to be attended in person.

**Availability required:** Applicants must be able to attend the interview on 18 March 2020 to be considered and successful candidates must attend the compulsory training on 25 March 2020. Both will take place in Bristol and attendance in-person is required.

To apply for the role, applicants must be available to work in Bristol during part of September 2020 to assist with
International Welcome Lounge. Some work will be available from **7 September 2020**, and all Ambassadors will be required to be available between **14-25 September 2020**.

We will endeavour to confirm your Welcome Lounge shift by **the end of this academic year**. These shifts during Welcome Lounge will be spread evenly between all Ambassadors and depending on availability which might vary range from between 5 – 30 hours per week (Tier 4 visa rules apply).

For the rest of the year, work hours will vary depending on work required and based on your availability, e.g. a few hours per month on average. Potential shifts include weekends and the summer break.

| Work arrangements: | This is a one-year contract which is likely to be extended after reviewing the programme at the end of the year. You may only begin work after attending a compulsory training and completing the required paperwork.

All student workers should be aware of their weekly maximum work limits during term time. In addition, Tier 4 UK visa holders must comply with **the work limits set by the Home Office**.

Work hours vary throughout the year. You should not rely on this job as a regular source of income.

You will require a UK National Insurance number before you can start working in the UK. If you don’t have one, you can apply for this job but please also apply for a National Insurance number immediately. |
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<td>Job Location:</td>
<td>University of Bristol campus locations (Clifton and Langford campuses), Bristol city locations, and occasional off-site events.</td>
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<td>Pay:</td>
<td>£9.30 per hour base, plus payment in lieu of holiday allowance</td>
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| About us: | The **International Office** recruits new international students from around the world and helps them settle at the University of Bristol. Likewise, we help our students take part in overseas study and work programmes during their degree. We are also responsible for hosting international visitors to the University of Bristol.

The **Global Lounge** aims to celebrate diverse cultures and to help students exchange their cultural experiences. We run an exciting annual programme of events, including cultural celebrations and Language Café. |
| Contact us: | International Office, Directorate of External Relations 3rd Floor, 31 Great George Street, BS1 5QD E-mail: intl-amb@bristol.ac.uk Tel: 0117 39 40198 |