

**Are you an enthusiastic undergraduate at Middlesex who loves their course? Do you want to get involved in events and photoshoots, meet new people, and promote the university to prospective students?
This job is for you!**

Job Description

Job Title:	Undergraduate Course Ambassador
Department:	Marketing Department
Pay Rate:	£11.06 p/hr
Hours:	Flexible & Varied
Term:	November 2018 until May 2019 with the possibility of extension
Leave:	Accrued in relation to hours worked pro rata
Flexibility:	Given the need for flexibility, the duties/location of this post and the role of the post-holder may alter, however the Course Ambassador will be contracted to work at least two hours per week, with room for additional hours to be added depending on the task allocated.
Vacancies:	Course Ambassadors for 16 different subject clusters, see end of document for list of available positions
Job Purpose:	To represent and promote Middlesex University to prospective undergraduate students throughout their journey to university. You will provide in-depth insight into your course and what it's like to be a student at Middlesex. Your main goal is to be a friendly point of contact that encourages and inspires prospects to choose Middlesex as their top university choice and enroll with us.

As an Undergraduate (UG) Course Ambassador at Middlesex, you will:

Get involved with our Undergraduate events

- Participate in UG Open Day subject talks and answer questions from parents and students regarding course and subject area and act as their point of contact throughout the event.
- Participate in UG Experience Day sessions and give insight into life as a student. You'll sit on Q&A panels, knowledgeably and positively answering questions throughout the event.
- Take part in additional events involving UG student recruitment, conversion and student engagement, acting as the students' point of contact throughout the event.
- Attend external subject-specific fairs (i.e. UCAS, Move it) to initiate personal contact and talk about your experiences of your course area and life at Middlesex.

Flex your creative muscles

- Be part of fun photoshoot sessions with your fellow students, or help produce photographs to support content across the Marketing and Recruitment initiatives.
- Help produce video content, both of yourself and with other Course Ambassadors, for use on university webpages and in CRM (marketing emails).
- Write blog posts, as required, on various activities relating to your experiences of Middlesex University, living in London, your course and your student lifestyle.
- Post on social media as required, encouraging prospects to engage online and attend events.
- Provide quotes, testimonials and other written copy to be used across recruitment activities.

Reach out to prospective students and other relevant duties

- Conduct telephone calls relating to your course or subject area, to event bookings and confirmations, to offers to study with us, or to answer questions that the prospect may have.
- Respond to questions from students through the Unibuddy online chat platform.
- Attend compulsory training sessions for specialised events.
- Any such other duties required by Middlesex University which are consistent with the role.



Person Specification

Job Title: UG Course Ambassador

Interview Dates:

- Weeks commencing 5th and 12th November 2018

Start Date:

- Training to take place during week commencing 19th November 2018
- Start of normal duties in week commencing 26th November 2018

Important Dates:

- There are a range of crucial dates throughout the student journey for which you will be required to be working. Please ensure you include any planned leave in your application.

Selection Criteria:

Essential:

- You are friendly, enthusiastic, and passionate about Middlesex University and your course.
 - You are a current UG student in 2nd, 3rd or final year of Undergraduate study
 - You are able to confidently and positively promote your course and your UG student experience at Middlesex University
 - You have excellent communication skills, both written and verbal
 - Evidence of strong self-motivation and ability to meet agreed objectives on own initiative
 - Evidence of effective time-management skills and the ability to prioritise workload
 - Good knowledge of the UCAS system and UK Further / Higher Education environment
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Desirable:

- Involvement in Middlesex University Students' Union, Societies, Sports, Volunteering or other extra-curricular activities
- Good relationships with Academic Staff from your subject area
- Knowledge of student services and facilities available at Middlesex University
- Experience in giving advice/guidance about Higher Education to young people
- An enthusiasm for working with young people, including those from vulnerable or disadvantaged groups
- Confidence in using social media platforms such as Instagram and Facebook
- Ability to create video and to edit video to be engaging
- Exhibit strong customer service skills, both face to face and through digital mediums
- Be able and willing to share a broad range of relatable experiences and circumstances to our prospective students. See application for a list of relevant criteria.

How to Apply

Please complete the Application Form online. This will take at least 30 minutes:

<https://app.geckoform.com/public/#/modern/11FO00g4pfppet0rh1sc1q5hn>

You will also need to upload a video of yourself! Instructions are on the application form.

Deadline: 11.59pm Sunday 28th October 2018

If you are in your 2nd or 3rd / final year of any of the courses listed below, we are looking for a Course Ambassador for your subject area. **Please do not apply if your course is not on this list as we have already recruited to all other areas. You can only apply for the course area that you actually study in, under the Cluster column.** If you believe your course of study is missing from one of the sections that are on this list, please contact CAScheme@mdx.ac.uk to check before applying.

Cluster	Programme Title
Fashion and Interiors	BA Fashion Communication and Styling
	BA Fashion Design
	BA Fashion Textiles
	BA Interior Architecture
	BA Interior Design
Fine Art and Photography	BA Fine Art
	BA Photography
Graphic Design and Illustration	BA Graphic Design
	BA Illustration
Business Management	BA Business Management (any pathway)
	BA International Business (any pathway)
Tourism, Marketing and HRM	BA Human Resource Management
	BA Marketing
	BA International Tourism Management (Mandarin)
	BA International Tourism Management (Spanish)
	BSc International Tourism Management
Education	BA Early Childhood Studies
	BA Education Studies
	BA Primary Education with QTS
Law and Politics	BA Law
	LLB Commercial Law
	LLB European Law and Politics
	LLB Law
	LLB Law with Criminology
	LLB Law with Human Rights
	LLB Law with International Relations
	BA International Politics
	BA international Politics and Law
	BA International Politics, Economics and Law
Cinematics and Games	BA Film
	BA /BSc Games Design
	BA Television Production
	BA Visual Effects
	BA 3D Animation and Games
	BA Animation
Creative Media and Communications	BA Creative Writing and Journalism
	BA English
	BA Journalism and Communication
	BA Advertising, Public Relations and Branding
	BA Digital Media
Dance	BA Dance Performance
	BA Dance Studies
Music	BA Jazz

	BA Music
	BA Music Business and Arts Management
	BA Popular Music
Theatre	BA Theatre Arts
Biosciences	BSc Biochemistry
	BSc Biology
	BSc Biology (Biotechnology)
	BSc Biology (Environmental Biology)
	BSc Biology (Molecular Biology)
	MSci Clinical Biochemistry
	BSc Medical Biochemistry
	BSc Medical Physiology (Cardiovascular Science)
	BSc Medical Physiology (Neuroscience)
Computing and Mathematics	BEng Computer Communication and Networks
	BEng Computer Systems Engineering
	BSc Business Information Systems
	BSc Computer Forensics
	BSc Computer Networks
	BSc Computer Science
	BSc Information Technology
	MEng Computer Communication and Networks
	MEng Computer Systems Engineering
	BSc / MMath Mathematics
	BSc / MSci Mathematics with Computing
Environmental and Public Health	BSc Environmental Health
	BSc Public Health
	CertHE Environmental Health
	BSc Environmental Sciences
	MSci Environmental Sciences Management
Medical Science and Technology	Beng / MEng Biomedical Engineering
	BSc Neuroscience
	BSc Nutrition
	BSc / MSci Pharmaceutical Chemistry