

Job Description

Job Title: Undergraduate Course Ambassador
Department: Marketing Department
Pay Rate: £11.06 p/hr
Hours: Flexible & Varied
Term: November 2017 until May 2018 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 three hours per week.

Vacancies: Course Ambassadors for 27 subject clusters, see end of document for list of available positions

Job Purpose: Promoting Middlesex University to prospective UG students throughout their journey to university, providing in-depth insight into the students' course of interest and what it's like to be a student at Middlesex.

Raising awareness, driving UG applications and encouraging and inspiring prospects to choose Middlesex as their firm university and to enroll with us.

All Course Ambassadors will undertake the following duties:

- 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 Applicant Day taster sessions giving insight into real seminars and sit on the panel of the student and parent Q&A, knowledgeably and positively answering their questions and acting as their point of contact throughout the event
- Take part in additional UG student recruitment, conversion and student engagement events, acting as students' point of contact throughout the event
- Personally conduct all areas of a UG telephone campaign relating to a course or cluster area, whether this be for event bookings and / or confirmation of those bookings, accepting an offer to study with us or just to keep warm
- Attend subject specific fairs such to initiate personal contact where applicable
- Write regular blog posts, talking about what has happened to you each week as a UG student at Middlesex, offering deep insight into the course content and your student experience.
- Post on social media, as required, encouraging prospects to engage and ask questions and find out about upcoming events and other activities or key points of the student journey.
- Be involved in the production of CRM emails which will sit within the UG Enquirer and Applicant CRM streams. This may include videos, photos, quotes and written copy and will be produced throughout the scheme.
- Contribution to web pages in a similar manner to CRM
- Contribute to online chats
- 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

Selection Criteria:

Interview Dates:

- Week commencing 30th October 2017

Start Date:

- Training to take place during week commencing 6th November 2017
- Start of normal duties in week commencing 13th November 2017

Important Dates:

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

Essential:

- Current UG students in 2nd, 3rd or final year of Undergraduate study
- Ability to confidently and positively promote your course and your UG student experience at Middlesex University
- 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

Desirable:

- Involvement in Middlesex University Students' Union, Societies or Sports
- 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

How to Apply

Please complete the Application Form which can be found at:

<https://www.surveymonkey.co.uk/r/B52GL33>

Deadline: 11.59pm Sunday 22nd October 2017

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. 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.

UG Course Ambassador for...	Course
Animation, Visual Effects and Games	BA 3D Animation and Games
	BA Animation
	BA Games Design
	BA Visual Effects
	BSc Games Design
Film and TV	BA Film
	BA Television Production
Interiors and Design Crafts	BA Design Crafts
	BA Interior Architecture
	BA Interior Communication and Styling
	BA Interior Design
Journalism, Creative Writing and English	BA Creative Writing and Journalism
	BA English
	BA Journalism
	BA Journalism and Communication
	BA Journalism and Media
Media	BA Advertising, Public Relations and Branding
	BA Advertising, PR and Media
	BA Digital Media
	BA Media and Cultural Studies
	BA Publishing and Digital Culture
Music	BA Jazz
	BA Music
	BA Popular Music
	BA Music Business and Arts Management
Theatre Arts	BA Theatre Arts
Banking, Accounting and Finance	BA Accounting and Finance
	BA Business Accounting
	BSc Banking and Finance
Business Management	BA Business Management
	BA Business Management (all pathways)
	BA International Business
Economics	BA / BSc Economics
Human Resource Management	BA Human Resource Management
Tourism	BA International Tourism Management
	BA International Tourism Management (Mandarin)
	BA International Tourism Management (Spanish)
Criminology	BA Criminology
	BA Criminology (all pathways)
Sociology	BA Sociology
	BA Sociology and Social Policy
	BA Sociology with Criminology
	BA Sociology with Psychology

Politics	BA International Politics
	BA international Politics and Law
	BA International Politics, Economics and Law
Midwifery	BSc Midwifery
Nursing	BSc European Nursing (Adult)
	BSc Nursing (all fields)
Social Work	BA Social Work
Psychology 1	BSc Psychology
Psychology 2	BSc Psychology with Counselling Skills
	BSc Psychology with Criminology
	BSc Psychology with Education
	BSc Psychology with Neuroscience
Sport	BSc Sport and Exercise Rehabilitation
	BSc Sport and Exercise Science
	BSc Sport and Exercise Science (Performance Analysis)
	BSc Sport and Exercise Science (Strength and Conditioning)
	BSc Sport and Exercise Science (Teaching and Coaching Sport)
Biosciences	BSc Biochemistry
	BSc Biology
	BSc Biology (Biotechnology)
	BSc Biology (Environmental Biology)
	BSc Biology (Molecular Biology)
	BSc Medical Biochemistry
	MSci Clinical Biochemistry
Computer Engineering	Beng/MEng Computer Communication and Networks
	Beng/MEng Computer Systems Engineering
	BSc Computer Forensics
	BSc Computer Networks
Computer Science	BSc Business Information Systems
	BSc Computer Science
	BSc Information Technology
Design Engineering	BA Product Design
	Beng/MEng Design Engineering
	BEng/MEng Electronic Engineering
	BEng/MEng Mechatronics
	BEng/MEng Product Design Engineering
	BEng/MEng Robotics
	BSc Architectural Technology
Environmental and Public Health	BSc Environmental Health
	BSc Public Health
Mathematics	BSc/MMath Mathematics
	BSc/MSci Mathematics with Computing
Medical Science and Technology 1	BEng/MEng Biomedical Engineering
	BSc Biomedical Science
	BSc Neuroscience
	BSc Pharmaceutical Chemistry
	MSci Pharmaceutical Chemistry
	BSc Nutrition

