

Job Description

Job Title: Postgraduate Course Ambassador
Department: Marketing Department
Pay Rate: £11.06 p/hr
Hours: Flexible & Varied
Term: November 2017 until June 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 two hours per week.

Vacancies: PG Ambassadors for 3 subject clusters, see last page for list

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

Raising awareness of PG study, driving PG applications, encouraging and inspiring prospective PG students to choose Middlesex and to enroll with us.

All Course Ambassadors will undertake the following duties:

- Participate in PG Open Evening, talk to prospective students, answer questions regarding course, subject area, timetabling and act as their point of contact for student life questions at the event
- Take part in additional PG student recruitment, conversion and student engagement events, acting as students' point of contact throughout the event
- Personally conduct all areas of a PG telephone campaign relating to a course or cluster area, whether this be for event bookings, accepting an offer to study with us or just to keep warm
- Attend subject specific PG fairs to give a student voice, where applicable
- Write regular blog posts, talking about what has happened to you each week as a PG 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 PG 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 and answer questions on PG specific forums, where applicable.
- 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: PG 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.
- Open evening dates: 22 November 2017, 21 March 2018, 20 June 2018

Essential:

- Current PG students, enrolled at the university for the duration of the contract.
 - Ability to confidently and positively promote your course/subject area and your PG 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 UK Further / Higher Education environment
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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
- Experience of working as a student/course ambassador previously

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 currently studying any of the Postgraduate 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.

Faculty / School	Cluster	Programme Title
PG 1	Arts and Creative Industries	MA Art and Social Practice
		MA Children's Book Illustration and Graphic Novels
		MA Fashion
		MA Fine Art
		MA Graphic Design
		MA Interiors (Architecture & Design)
		MA Jewellery Futures
		MA Photography
		MA Printmaking
		MA Arts Management
		MA Creative Entrepreneurship
		MA Film
		MA Theatre Arts
		MA Writing for Creative and Professional Practice
		MA/MSc Creative Technology
		MSc Media Management
	Business School	MA Diversity and Organisational Change
		MA Diversity Management
		MA International Business Management
		MA International Human Resource Management
		MA Leadership in Organisations
		MA People Management and Development
		MA Organisational Change
		MA Strategic Branding and Stakeholder Communication
		MSc Banking and Finance
		MSc Behavioural Economics in Action
		MSc Corporate and Marketing Communications
		MSc Digital Marketing
		MSc Financial Management
		MSc Global Supply Chain Management
		MSc Innovation Management and Entrepreneurship
		MSc International Tourism Management
		MSc Investment and Finance
		Master of Business Administration (MBA)
		MSc Management
	MSc Strategic Marketing	
	MSc Work and Organisations	
	Health and Education	MA Education
		MA Higher Education
		MA Leading Inclusive Education
		MA Social Work
		MA Translation (Audio-visual & Literary Translation)
		MA Translation (Business & Legal Translation)
MSc Mental Health and Substance Use (Dual Diagnosis)		
MSc Mental Health Studies		
MSc Midwifery Studies		
MSc Nursing Studies		
PGCE Primary Education with QTS		
PGCE Secondary Education (all subjects)		