## 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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| Duties to include:   | - **Primary duties:**  
|                      |   o Assisting with welcome activities for new international students in Sept/Oct. To include helping with arrival services (such as meeting new students at the airport) and working at the Welcome Lounge (chatting to new international students, making them feel at home, showing them where to get help with any problems and encouraging them to get involved with University activities).  
|                      |   o 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.  
|                      | - **Other duties:**  
|                      |   o Assisting with general office tasks.  
|                      |   o Helping with university recruitment activities, including open days, school visits etc.  
|                      |   o Assisting with a range of International Office events.  
|                      |   o Compulsory attendance at all training sessions.  
|                      |   o Other tasks, as and when required, in keeping with the role of ambassadors.  
|                      |   o Writing a profile of yourself to be used on the website and other publications.  
|                      |   o Possible involvement in activities in your home country – it is expected that the Development and Alumni Relations Office will remain in contact with you after graduation. |

### About you:

International Student Ambassadors must be students of the University of Bristol for the full academic year 2017/18. If you will be on a year abroad or in industry during 2017/18, you may still apply now and work during the following year.

**Essential Skills**

- Excellent communication and interpersonal skills
- Enthusiasm and commitment to helping international students
- Enthusiasm and commitment to promoting the University of Bristol to prospective students
- Good problem-solving skills and ability to work on own initiative
- Sensitivity and consideration of peoples’ feelings and the ability to empathise with others regardless of race, culture or religion
- Good personal organisational skills
### Desirable Skills
- Previous experience working with the public
- Customer service skills
- Experience of working and/or travelling outside the UK

Applicants must also be available in Bristol during September and early October 2017 for International Welcome Weeks work. This will likely involve returning early to Bristol.

We welcome applications from all nationalities including UK nationals.

### Why join the Ambassadors scheme?
- Full training to build your knowledge & skills and prepare you for this role.
- Paid work experience to enhance your CV and contribute to the Bristol PLuS Awards [http://www.bris.ac.uk/careers/employable/plus-award/](http://www.bris.ac.uk/careers/employable/plus-award/) (including marketing, team work, interpersonal skills and time management).
- Satisfaction gained from the knowledge that you are helping international students to settle into Bristol and are helping to promote and grow the University.

### Application Deadline:
The application period will close at 22:00 on Thursday 22\(^{nd}\) December 2016. Please ensure that your application form and your online aptitude test have been submitted before this date.

### How to apply:
Please complete the application form at [https://goo.gl/forms/GukCFbYy9bPVrWkw1](https://goo.gl/forms/GukCFbYy9bPVrWkw1) and complete the aptitude test (below).

### Aptitude test:
As part of the application for this position please complete an aptitude test at: [https://es.skill.com/es/quiz/?testId=d809c62079ee2f69](https://es.skill.com/es/quiz/?testId=d809c62079ee2f69)

This test will assess your current aptitude in some relevant skills. Please take the test only once; only your first score will be counted. The test will take you ten minutes to complete and should be completed on a computer (not a mobile device).

Your application will not be considered until your test results are received, so please complete the test as soon as possible after submitting your application form. Test results received after the application closing date won’t be considered.

### Anticipated Interview Date:
Interviews are anticipated to take place on the 25\(^{th}\) January 2017.

### Pay:
£8.85 per hour: £7.90 per hour base, plus payment in lieu of holiday allowance.
| **Hours of work:** | New Ambassadors may only begin work after attending an initial training session in January 2017.  
Ambassadors must be available to work during September and early October 2017 for International Welcome Weeks activities. This is the busiest period of work and Ambassadors will be expected to commit to multiple full days of work during these weeks.  
For the rest of the year hours are variable depending on work required and on your availability. Current Ambassadors work a few hours per month on average. Occasional weekend work is available.  
You should not rely on this job as a regular source of income.  
If successful, you will continue to be an International Student Ambassador throughout the duration of your studies without the need to reapply each year. You will also be able to continue as an Ambassador to the University of Bristol on a voluntary basis following your graduation. |
| **About us:** | The International Office assists students coming to the University of Bristol from all over the world, recruiting new students, welcoming them on arrival and giving advice and support while they are here. We organise programmes for University of Bristol students to study or work abroad during their degree. We are also responsible for hosting international visitors to the University of Bristol.  
The International Office is located on the 3rd floor of the Richmond Building (alongside the Students' Union). |
| **Contact us:** | E-mail: intl-amb@bristol.ac.uk  
Tel: 0117 331 8571 |
| **Job Location:** | Richmond Building and other University of Bristol locations. |