

International Student Ambassador Training Scheme, Job Description

If you can work as part of a team and show initiative, have strong interpersonal skills and an interest in working with people of all nationalities, then you could be just who we're looking for.

The University is currently recruiting International Students to work in a variety of areas across campus assisting our staff. In return, as well as earning money to support your studies, you'll gain valuable skills such as communication and team working to add to your CV and broaden your experience. It's an opportunity to enhance your appeal to future employers and gain valuable references and we expect you'll make friends along the way too.

International Students who successfully complete the scheme will be awarded the title of International Student Ambassador of Queen's University Belfast, celebrated at a prestigious awards ceremony.

As a Student Ambassador you may:

- Assist at education exhibitions and incoming visits to the university (e.g. open days, visits from international schools, partners and agents)
- Meeting and greeting university stakeholders e.g. institutional partners, agents or government representatives
- In - market activity including student recruitment fairs, pre-departure briefings, supporting alumni activity and attending events organised by the International Office.
- Marketing support for example writing blogs, features and other content for use online/in marketing materials, research, testimonials, photography and filming.
- Gain valuable administrative experience in an office environment

Why get involved?

- Help inspire others
- Add valuable communication, team working and other transferable skills to your CV
- Broaden your experience
- Enhance your appeal to future employers and gain valuable references
- Make friends and take part in social events
- Earn money to support your studies

Personal Specification

Students must demonstrate:

- Excellent written and verbal communication skills
- Strong interpersonal skills
- The ability to work as part of a team, cooperate, negotiate and be flexible
- The ability to operate independently and show initiative, without constant supervision
- Excellent time management skills
- An interest in working with people of all age ranges and nationalities

To qualify to become an International Student Ambassador at Queen's University Belfast students must meet the eligibility criteria below:

1. Must be interested in representing Queen's University and the City of Belfast to prospective students, their families and university partners.

2. Students must be able to speak about their experience at Queen's University however must not provide prospective students with information on course entry requirements and content.
3. Students must self-nominate or be nominated by an academic.
4. Students must be classified as international fee paying students in order to be considered for this scheme, and must be actively enrolled on a full-time programme at the Queen's University Belfast campus
5. Students studying on a part-time basis, or distance learning programmes are not eligible for the International Student Ambassador programme.
6. Successful students must possess the correct visa to enable them to undertake duties associated with their Ambassador role. This will be checked by international Student Support and On Campus Jobs before commencing their role.
7. Students who are offered and accept their role will be expected to participate in duties, such as assisting with campus tours, providing student testimonials, assisting at recruitment events, etc. Information on specific duties will be provided on commencement of the role.
8. The University reserves the right to vary any Ambassador awards or regulations at its sole discretion.
9. Students will be invited to attend briefing workshops and be supplied with support materials and staff support to equip them for their role.
10. Shortlisted students will be invited to prepare and deliver a presentation outlining their suitability for the role of International Student Ambassador to a selection panel.
11. Student Ambassadors can gain Degree Plus points for their contributions to the programme.
12. Deadline for applications for International Student Ambassadors is 5pm on Friday 2 November 2018.