Job Description and Person Specification

Contract Type: Casual / Flexible

Job Title: Mature Student Ambassador

Department: Student Recruitment Office – Student Recruitment & Widening Participation Teams

Pay: Minimum Wage 21+ / National Minimum Wage 25+

Background

Widening Participation (WP) Team Mature Student Ambassadors (MSAs) work closely with University staff at all levels assisting on events as well as supporting the work of other Departments and external providers on request.

Events take place throughout the academic year and there are ongoing opportunities to take part in events during the Easter and summer vacation periods. Events delivered by the team include open/visit days, taster sessions, masterclasses, goal setting workshops and other special projects.

This is a casual position and as such you will have no set working hours. Work opportunities are offered to our pool of MSAs through a regular email and the team try to ensure that all ambassadors have an opportunity to engage in a variety of work during the year.

The events advertised will be specifically aimed at promoting higher education to people over the age of 21.

Events take place both on and off campus. Transport costs to and from events off campus are reimbursed or transport is provided.

Free compulsory training is provided, together with ongoing developmental support. Your work at events will be supported by members of staff from the WP Team.

Job Role

Working as an MSA offers opportunities for skills development and will provide you with evidence of transferable skills for your CV.

MSAs will work with four main audiences at events on campus and in colleges:

- Prospective students - those who are either thinking of applying to the University of Leicester or who have already applied and may be deciding whether to make the University of Leicester their firm choice.
- The general public – those who may not have considered higher education as an option or those who do not realise that higher education is an option.
- New mature students at the University of Leicester – those who have just begun University courses.
- Other current students – those who may benefit from support and advice during their courses.

Roles and responsibilities of MSAs will be allocated at each individual event but could include:

- Taking prospective students on a campus tour
- Giving talks
- Facilitating workshops
- Encouraging prospective students and the general public to aim high and helping them to see how they could overcome their perceived barriers to entering higher education
- Assisting university members of staff in the running of events
- Mentoring and coaching for prospective and new students

The above list is not exclusive or exhaustive and ambassadors will be required to undertake such duties as may reasonably be expected within the scope of their role. All ambassadors are required to be professional, co-operative and flexible in line with the needs of the role, WP Team, and the University.
Person Specification

Many of the criteria will be assessed from your application form unless specified.

| Education qualifications and training | • Currently studying for an undergraduate degree at the University of Leicester  
• 21+ at the beginning of your first undergraduate degree  
• Not in your final year of study with the University |
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<td>Relevant experience / knowledge / understanding</td>
<td>• An interest in promoting higher education and in particular promoting higher education to mature students.</td>
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| Relevant and / or specific skills required | • Ability to communicate effectively with people of all ages and backgrounds  
• Excellent time management skills, being reliable and punctual  
• Ability to work as part of a team  
• Organised and the ability to multi-task  
• Ability to be flexible and use own initiative when appropriate (assessed during training)  
• Good presentation skills (assessed during training) |
| Personal qualities and attributes | • A positive attitude towards and enthusiasm for higher education and the opportunities it provides  
• A positive attitude towards and enthusiasm for the University of Leicester, its facilities and all its programmes  
• Friendly and approachable (assessed during training) |

**Deadline for applications is Midday, Wednesday 14th February 2018.** The online application form should be completed and submitted in plenty of time to meet this deadline. Please note that this application form cannot be partially completed, saved and returned to at a later date. ALL sections must be completed and submitted in one process.

Students whose online application is successful will be invited to attend compulsory training on Wednesday 21st February and Wednesday 28th February. Please indicate your availability on the online application form. You need to attend both training sessions before qualifying as a Mature Student Ambassador. Once again, the exact dates/times will be shown on the application form and you must indicate your availability for these.