

Job description

Post title	International Student Ambassador
Department/Division/Directorate	Marketing
Responsible to	International Marketing

Role purpose

- Support on International Marketing activities and being a representative and point of contact for prospective international students.
- To work with and for the Student Ambassador Programme at on campus and off campus activities; this will include supporting representing King's at School, College and recruitment fairs, delivering talks and campus tours, admin tasks, and support on digital tasks.
- To be a positive student role model encouraging international prospective students to consider King's College London as a viable and attractive option.

Role outline

Key responsibilities and objectives of the job:

- To work with and for the Student Ambassador Programme at on campus and off campus activities; this will include supporting representing King's at School and College Higher Education recruitment fairs, delivering presentations and campus tours, admin tasks, market research, in-country visits with international officers, support on digital tasks such as blogging, social media and replying to queries received through the international inbox.
- Support incoming international delegations, incoming international school visits and liaising with international offer holders in person, via email or over the phone
- To be a positive student role model encouraging international prospective students to consider King's College London as a viable and attractive option.
- To offer support to international prospective students, fellow staff members involved in the activities, in a safe and friendly manner.
- Responsible for growing your knowledge of all undergraduate programmes (and postgraduate where necessary) offered at King's.
- Ensuring thorough preparation to ensure presentations are delivered in a professional manner.

- Ensuring any attendance at higher education fairs is timely and professional
- Speaking to international prospective students, their parents and teachers.
- To collect contact details of international prospective students where appropriate for subsequent communication by the Marketing Department
- Reporting back in a timely manner on events attended for our records
- Submitting expense claims in a timely manner.

General

All ambassadors are expected to adhere to King's policies and procedures.

Interviews will take place on Tuesday 17, Wednesday 18, Thursday 19 and Friday 20 October 2017.

Ambassadors joining during this round of recruitment will be required to attend training on Wednesday 25 October.

This role is flexible around your studies. The hours of work per week will vary depending on event requirements. There is no minimum hours required to work per week, however students are expected to work a minimum of 8 hours throughout the academic year.

Date

September 2017

Please note

This job description reflects the core activities of the role and as the College and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager. The Human Resources department should then be consulted as to the implications of the proposed changes.

Person specification

Eligibility to work in the United Kingdom

All candidates will need to provide proof of eligibility to work in the UK and must comply with UKVI regulations on the number of working hours.

Please note that this role is for those students who are studying at King's with Overseas fee Status

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application I Interview P Presentation
Knowledge/skills			
IT skills i.e. Word Processing, Excel and Powerpoint	*		AP
Ability to prioritise workload	*		AP, I
Fluent in more than one language		*	AP
Previously lived outside the EU		*	AP
Good attention to detail	*		AP, I
Excellent verbal and written communication skills	*		AP, I
Confident and persuasive public speaker	*		I P
An eagerness to attract students to study at King's College London	*		AP, I
Absorbing and assimilating information with rapidity and delivering with confidence to others at short notice	*		AP, I, P
Experience			
Giving Presentations		*	AP, I
Direct contact with students	*		AP, I
Prior experience of representing a brand or organisation to external stakeholders		*	AP, I

Engagement in extra-curricular activities at King's or other opportunities in and around London		*	AP, I
Personal characteristics/other requirements			
Current student at King's College London	*		AP
Excellent Team Player	*		AP, I
Enthusiasm for Higher Education	*		AP, I
Willingness to work out of hours & occasionally travel for work as necessary	*		AP, I
Highly Organised	*		AP, I
Excellent Punctuality	*		AP, I