

RESLIFE / ONE COMMUNITY STUDENT AMBASSADOR JOB DESCRIPTION AND PERSON SPECIFICATION

POST TITLE: RESLIFE STUDENT AMBASSADOR, ONE COMMUNITY STUDENT AMBASSADOR

DEPARTMENT: RESLIFE (STUDENT SERVICES)

LOCATION: BRAYFORD CAMPUS

SALARY: £12.78 PER HOUR (£10.90, plus £1.88 holiday pay = £12.78 per hour)

DURATION OF POST: UNTIL THE END OF THE CURRENT ACADEMIC YEAR

JOB PURPOSE:

As a ResLife Student Ambassador or One Community Student Ambassador you will have the opportunity to work in a variety of roles including supporting activities at ID Card Handout, Enrolment Lounge, Open Days, Offer Holder Days, Move in / Arrivals Weekends, Welcome Week activities and other term time ResLife events including working in the ResLife Lounge, helping out at ResLife events and campaigns.

You will be expected to:

- Be a friendly, engaging and positive representative of the ResLife Team and the University of Lincoln (including working in the ResLife Team social spaces).
- Work closely and professionally with members of the ResLife Team and other ResLife and One Community Ambassadors and other Ambassadors from around the university
- Be presentable regardless of the role you will be undertaking
- Assist with ResLife / university events
- Distribute posters or signage
- Welcome visitors
- Talk positively about your course and those within your department
- Think on your feet
- Adhere to the University's One Community principles

There may also be opportunities for our ambassadors to create recruitment-related publicity and marketing information e.g., blogging, social media posts etc.

COMMITMENT REQUIRED:

As a Student Ambassador, all we ask is that you commit to work 24 hours in an academic year. After that, you can choose your workload and the hours that you work.

However, there will be a variety of other roles available throughout the years and we want you to, ideally, work as much as you can. We will make you aware of all possibilities for work via email and our ResLife Team / One Community Ambassadors Microsoft Teams Site, from these you are able to sign up for shifts that can fit around your studies.

BENEFITS OF THE JOB:

In a competitive recruitment market, being a ResLife or One Community Student Ambassador will provide successful applicants with an opportunity to:

- Acquire practical experience of work in the higher education sector
- Excellent subject specific and general work experience to add to your CV
- Develop many of your skills including communications and teamwork
- Learn more about a specific department & be a part of the ResLife Team
- Meeting students from across the university
- Work experience in a variety of roles
- A great reference for future employers
- Flexible working around your studies
- Potential for summer work
- Paid position – £12.78 per hour (hourly rate £10.90 plus £1.88 holiday pay)

TRAINING:

We hold an information session with all ambassadors every year. Successful candidates will be required to attend our information session.

TO APPLY:

Please click here to complete our online [ResLife / One Community Student Ambassador Application Form](#)

Successful candidates are legally required to provide identification for Right to Work (RTW) before they can work any shifts. Details on documents to be provided for [RTW checks here](#).

[Campus Jobs ID checklist](#)

[Government checklist](#)

For any further queries, please email the ResLife Team at ResLife@lincoln.ac.uk

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)
Experience	
You must be a current University of Lincoln undergraduate or postgraduate student	E
Some work experience (includes voluntary roles)	E
An awareness of the process of applying to higher education and/or postgraduate education (Including UCAS system)	D
Previous experience of working with young people / children	D
Awareness of safeguarding principles	D
Experience of working with young people in a Student (or school) Ambassador, Student (or school) Representative, Student Associate or Student Mentor role	D
Skills	
Excellent interpersonal and communication skills (verbal, written and active listening)	E
The ability to communicate effectively with people of all ages and backgrounds	E
The ability to work as part of a team	E
The ability to organise and prioritise work	E
The ability to handle difficult and often sensitive situations	E
Enthusiastic about University and higher education	E
Organised, flexible and efficient with a positive and proactive approach to work	E
Able to use own initiative	E
Good time keeping skills	E
Knowledge of student finance	D
Knowledge of Residence Life programmes	D
Personal Attributes	
Friendly, polite and approachable	E
Enthusiastic and self-motivated	E
Confidence in dealing with people	E
Able to adapt to different roles and working environments	E
Flexibility in relation to working hours including working some evenings and weekends	E
Inclusive and non-judgemental	E
Uphold the University's One Community Values.	E