

**Student Ambassador (0.2 FTE)
12 months - Fixed Term**

The Role

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| Job Title | Student Ambassador |
| Location | Blythswood House Offices |
| Reports to | Recruitment Manager |
| Purpose | <p>The Ambassador Scheme is designed to complement the recruitment activity that currently exists in the School. It gives students the opportunity to represent the School to the outside world through a variety of different activities. It is a comprehensive scheme that aims to aid the School's recruitment activity and also encourage young people to enter Higher Education.</p> <p>Student Ambassadors are current students of GSA who work with potential applicants to help raise their aspirations, giving them the knowledge they need to make informed choices about Higher Education. Ambassadors' work is varied – they may be asked to staff a stand at a careers' fair, give a presentation at a school assembly or show groups large and small around the campus.</p> |

Dimensions

- 400+ Staff School-wide
- 2,200 students approx.

Key Accountabilities

- Act as leading student guide during Open Day and Applicant Advisory events and through the admissions cycle, helping hundreds of prospective students find their way around campus – providing them with information about the school;
- Take groups of potential students and their families on campus tours, providing a friendly and informative introduction to the campus;
- Act as student leaders for groups of school students during various activities around campus, including studio tours and providing an insight into student life and the facilities available to students;
- Assist at UCAS fairs and other large scale events as part of a team promoting the School to potential students;
- Assist with online registrations/promotion of on campus events.
- Assist with visits to individual schools to promote the School;
- Assist in organising Recruitment Mailshots and general office administration.

Relationships

Internal Contacts:

- Recruitment Manager
- Head of Student Recruitment
- Head of Marketing and Development
- Registrar
- Student Support staff
- Academic Departmental Heads

Person Specification

Knowledge, Skills and Abilities:

- A positive and motivated individual with a belief and passion for education;
- An outgoing individual who can work flexibly relating to a wide range of target audiences;
- An effective communicator, able to give a positive account of student life;
- Strong interpersonal skills – oral and written;
- Ability to present to large groups;
- Strong Team Player;
- Adaptability;
- Working knowledge of GSA and its aims and objectives;
- Ability to take initiative and give feedback on good recruitment practice.

Terms and Conditions

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| Contract | Fixed term – 12 months |
| Probationary Period | It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 3 months. |
| Salary | Grade 1: £15,842 - £16,460 per annum pro rata |
| Hours | 7 hours per week |
| Holidays | 30 days plus 11 statutory holidays per annum, pro rata |
| Pension | Option to join the Local Government Superannuation Scheme |
| Notice Period | 1 month |

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