



Date:
1/1/2023

Student ID:
20202020

Min. Time
Commitment:
8 Hours

Jane Murphy Student Ambassador - Event Leader

The Student Ambassador works alongside the Student Recruitment & Outreach team assisting with events across the campus. Student Ambassadors are often the first point of contact for prospective students, their families, and many other visitors to the campus.

The student event leader is responsible for the following:

Acting as Assigned Zone Leader at our Undergraduate Open Days, responsible for managing a group of ambassadors in a specified area during our on-campus event, acting as the main point of contact for Student Recruitment staff in that area throughout the event.

Working as part of the Registration Desk team at on campus events, ensuring the smooth operation of checking in 100 – 1000 of registrants and assisting with any and all queries from attending guests while preparing promotional packs for attendees.

Checking In Area Steward facilitating the registration desk team, to manage crowd control and also ensure that the check in process ran as smoothly as possible by replenishing pack materials at the desks and assisting attendees with any queries.

Acting as Health and Safety Officers in specified areas and zones across the campus to ensure that fire regulations are complied with at all times and risks and hazards dealt with accordingly during the event.

To earn this badge the student must:

- Attend scheduled training on specified dates.
- Complete a minimum of 16 hours work.

Sample

Skills

Empathy – Developed key listening skills when dealing with queries from attendees and developed an open mind when providing solutions to problems that arose during the event

Ethical Awareness – Learned to incorporate respect, one of the Universities four pillars, into action as a leader during on campus events for team members and attendees, i.e., exercised inclusivity, culture awareness, understanding and non-judgement.

Communication –Communicated clearly and concisely with new leaders to support engagement. Further developed rigorous questioning and active listening skills. Read nonverbal communication and cues.

Leadership - Learned to lead teams and developed interpersonal and intra-personal skills to ensure high levels of teamwork and buy in from all members of the team to assist in the successful delivery of the events.

Lifelong Learning - Received certification for fire marshalling and manual handling, a crucial element of the training for this role.

University official

Signature of University official

Official stamp or seal

