# **Student Guide job description**

***Would you like to work with prospective EHU students, informing them about the benefits of university?***

***Are you passionate about your subject and Edge Hill University?***

***Would you like to share your experiences with prospective students right here on your doorstep with competitive rates of pay? (£11.53 per hour)***

As a **Student Guide** you will take on a variety of roles and responsibilities including:

* Supporting large events such as Open Days, Offer Holder Days and Subject Taster Days. Working with young people and their families to help them make informed decisions about university.
* Working with school and sixth form students for visits to campus. You would be required to run workshops with other Student Guides, as well showing students around the university. You may also be asked to create your own ‘Student Experience Talk’ to share your personal experience of university.
* Talking passionately about your experience as an Edge Hill student in a virtual environment though Q&A Panels, Student Life talks and sharing your experience during Subject Specific Sessions.
* Opportunities to assist with clerical duties to support the recruitment team, including data entry, prospectus packing and sending out marketing literature
* Opportunities to visit schools and colleges with recruitment staff to promote the University.
* Producing video content for our website and social media channels.

**Training and Support**

You will receive excellent training and support to help you to develop your skills and confidence. There will also be an opportunity later in the year to progress on to a Student Ambassador role through further interview and training. This is an exciting opportunity which includes travelling to school and UCAS fairs nationwide to represent the University across the UK.

**Working Hours**

We endeavour to provide you with event dates in advance, however this is not always possible, therefore the number of hours you work per week will fluctuate. The work hours are flexible and determined by yourself by signing up to work using our portal. We employ students who live both on and off-campus.

**Equal opportunities**

To support our Access and Participation Plan, and Equality, Diversity and Inclusion Strategy, we will offer a guaranteed interview to students who identify as; a mature student, a student with a disability, a student with experience of care, a student who is estranged from their family, refugee students and students seeking asylum, students who were eligible for free school meals and Black, Asian and Minority Ethnic students.

Successful applicants who become Student Guides and who identity as being a mature student, a student with a disability, a student with experience of care, a student who is estranged from their family, students who are the first in their family to study at University, and Black, Asian and Minority Ethnic students will have the opportunity to be an Access and Participation Plan (APP) Student Advisory Panel member. Membership will require attending a number of panel meetings per academic year, to help steer the universities approaches to supporting students from backgrounds that are considered underrepresented in higher education.

**Important: If successful for the October 2023 intake of new Student Guides, all Guides will be expected to work a minimum of 9 events across the year (October- August). This must include a minimum of three Open Days and 1 Offer Holder Day.**

The rate of pay for this role is **£11.53 per hour**.

If you are successful following your assessment session, you **must** be available to attend a mandatory training day on **Saturday 28th October 2023.**

| What we are looking for… | **What you will develop/gain…** | **Employability attribute** |
| --- | --- | --- |
| Ability to communicate effectively  | * Excellent communication and interpersonal skills (in person and via virtual platforms)
* Ability to respond to questions to reflect the University in a positive way
* Liaising confidently with a wide range of people
 | CommunicationAnd Negotiation |
| Ability to handle change and adapt to new situations | * Balancing your time to ensure you can meet the demands of this role
* Complete mandatory training as required
* Ability to work on own initiative and as part of a team
 | [Adaptability and Flexibility](http://www.edgehill.ac.uk/careers/students/getting-a-job/what-employers-look-for/) |
| Being able to understand the business environment of an employer | * Excellent knowledge of Edge Hill course provision and facilities
* Knowledge and understanding of the Student Journey from GCSE to the HE application process
* Understanding of student needs and concerns
* Understanding the impact of your role on influencing prospective students’ decision-making process
 | [Business](http://www.edgehill.ac.uk/careers/students/getting-a-job/what-employers-look-for/) Intelligence |
| Energy, commitment and enthusiasm  | * Evidence of good time keeping and attendance record
* The opportunity to represent the university with enthusiasm and integrity
* Experience in a customer-facing role
 | [Motivation and Enthusiasm](http://www.edgehill.ac.uk/careers/students/getting-a-job/what-employers-look-for/) |
| Special Requirements | * Willingness to travel for events when required
* Willingness to undertake evening and weekend work as and when required
* Proof of the right to work in the UK.
* Proof of a working visa (E.U and International students only)
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STUDENT GUIDE – HOW TO APPLY

**Want to apply for the role?**

If you would like to apply, please visit
<https://ap.heat.ac.uk/apply/form/22371/student-guide-application-2023> to complete an application form.

Applications close - 8th October

If you have been shortlisted following the submission of your application form, you will be invited to attend an assessment session (interview) which are taking place over the following dates:

**Monday 11th October – Saturday 21th October 2023**

**You only need to attend one assessment session.**



**Training**

If you are successful following your assessment session, you **must** be available to attend a mandatory training day on **Saturday 28th October 2023.**

You **must** also be available for a Twilight Training session on one of the below dates:

**Monday 30th October 17:30-19:30**

**Tuesday 31st October 17:30-19:30**

**Wednesday 1st November 17:30-19:30**

**Thursday 2nd November 17:30-19:30**

**Friday 3rd November 14:00-16:00**