University of Warwick: PG Ambassador Scheme  
Scheme Overview & Code of Conduct

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<th>Job title</th>
<th>Postgraduate Ambassador</th>
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**Role (please provide a brief outline of the role)**

Postgraduate Ambassadors primarily provide information to prospective applicants and offer-holders before arrival through representation through blogs and social media, mentoring and advice, on-campus and external events, print and video among other channels.

Ambassadors further contribute to Warwick’s existing postgraduate community through a variety of independently-project managed and advertised opportunities.

**Duties and responsibilities**

Ambassadors accepted onto the Scheme are not guaranteed paid work, but will rather be contacted about relevant opportunities based on stated interests and experience. Opportunities are likely to include:

- Blog on postgraduate life at Warwick to support and inform incoming students during the pre-arrivals period from April to September
- Mentor, advise and guide on postgraduate funding applications and progress to the next level of mentees academic careers
- Facilitate postgraduate open days, on-campus events (including Postgraduate Lunches and faculty open evenings), and external study fairs
- Tutor and lecture (primarily suitable for PhDs)
- Develop independent Ambassador-led projects that contribute to the postgraduate student experience at Warwick

This list is illustrative rather than exhaustive.

**Skills and experience**

Essential (E) and Desirable (D) criteria for selection:

- University of Warwick postgraduate student: E
- Enthusiasm for working with students and in particular helping others make informed decisions about postgraduate study: E
- Excellent interpersonal skills and ability to communicate confidently with people at all levels (in person and/or in written communications): E
- Strong command of written and spoken English: E
- Excellent presentation skills: D
- Experience of engaging with a variety of people of different ages, cultures and backgrounds: D
- Experience in **one or more** of the following areas: blogging, tutoring, events facilitation,
Please note that we are looking to recruit Ambassadors across a range of academic departments. All those who meet the criteria above are eligible to join the Scheme. Activities will then be advertised to everyone who has expressed an interest with a separate job description for each opportunity. Ambassadors will be selected on the basis of these individual job descriptions.

We are looking for a cross-section of students that represent the diversity of Warwick’s postgraduate population. Ideally we want:
- 1-2 Ambassadors for each department
- A mix across all Ambassadors to include distance/on-campus learners, mature students and those with professional backgrounds, international and UK students

**Location**

- University of Warwick Campus
- Home (e.g.s for blogging and social media assignments)
- External higher education fairs and events (UK)

For more information on this role please email Dr Stephen Soanes S.Soanes@warwick.ac.uk, Student Recruitment StudentRecruitment@warwick.ac.uk or call Stephen on 024 765 74058