

**Student Ambassador**

*Candidates are expected to visit the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer. The Recruitment section provides additional information about the College and the recruitment process.*

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| **JOB SPECIFICATION** |
| Title of Post | Student Ambassador  |
| Purpose of Role  | The main purpose of the role is to welcome students from all over the world to St. Clare’s when they arrive on Sundays throughout the summer. |
| Key Responsibilities | 1. ‘meeting & greeting’ students at the entrance;
2. escorting students to the luggage store (before 2pm), or to their accommodation;
3. providing basic advice and information about the facilities on campus: dining arrangements; computer rooms; Wi-Fi login details; activities; places to visit in central Oxford/Summertown;
4. assisting the Duty Manager as required.
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| **TERMS AND CONDITIONS** |
| Terms of Employment | Temporary – fixed termAll students must be available for an induction the week prior to the 18 June.  |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | Sundays, 18 June – 6 August , flexible 8-hour shiftsSaturday mornings (activities sessions/departures) and/or Sunday activities by arrangement. Payment for additional sessions is £33.62 per session (usually four hours) |
| Salary / Pay | £61.76 per shift  |
| Meal | A free lunch is provided in the College dining room or The Sugar House café on working days and when students are in residence. |
| **PERSON SPECIFICATION***The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* |
| Personal skills and attributes | The role will suit a current or graduating St. Clare’s student who has accommodation in Oxford, who is outgoing, friendly and enthusiastic about meeting new people and making them feel welcome. The ability to remain calm and good-humoured while working under pressure is vital, as arrival days can be very busy! |

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| **HOW TO APPLY** |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/summerjobs](http://www.stclares.ac.uk/summerjobs)  |
| Email | Applications should be submitted by email to rebecca.mumbycroft@stclares.ac.uk |
| Post | Alternatively, send to:Rebecca Mumby-Croft, Short Courses Administrator, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: rebecca.mumbycroft@stclares.ac.uk Tel: 01865 517349 |