

Engagement

Graduate Intern: Student Ambassador Programme Officer (Assistant)

Ref : 18GIENG2

ABOUT US

London Metropolitan University is committed to making education available to people from all walks of life and plays an important role in society and our local community. We offer a diverse range of courses across a range of disciplines in three locations across London.

Our Graduate Internship Scheme (2018/19) offers a range of paid fixed-term roles in one of our schools or professional services departments. This is an excellent way for our recent graduates to apply and develop the skills gained with us.

This opportunity is only open to London Metropolitan University graduates who have successfully completed a course of study with us in 2018 and have had their award confirmed. Successful graduates must be available to start an internship with us on 8 October 2018.

ABOUT THE POST

This exciting opportunity will provide first-hand experience of helping to coordinate the Student Ambassadors Programme (circa 150 students) at the university. Student ambassadors lead and support the delivery of a variety of educational activities with young people aged 9-18 years of age as well as representing the university at open days, UCAS fairs and other public events. As part of the team the suitable candidate will have the responsibility for working closely with the Community, Outreach and Events team to actively contribute towards the administration, development, coordination and delivery of this innovative programme.

We are looking for a highly creative, problem solving, analytical and organised yet flexible individual with excellent interpersonal and administrative skills to join our friendly team. You will need to demonstrate empathy and the ability to work on your own initiative and be able to work to tight deadlines. You should be confident speaking with people from a wide variety of backgrounds. Candidates from any discipline are welcome and you do not have to have been a student ambassador to apply. A strong interest in personal development is actively encouraged and the position will give the successful candidate wide-ranging opportunities to develop your own communication and organisational skills.

For further details about the scheme, please go to our webpages at:
<http://tinyurl.com/jdt9lau>

Interviews will take place between 20 August 2018 and 7 September 2018.

ESSENTIAL INFORMATION

Salary	£18,615 per annum
Contract	Fixed Term
Start Date	08.10.2018
End Date	07.10.2019
Working Time	Full-time
Application Closing Date	03.08.2018
Reference	18GIENG2

HOW TO APPLY

To apply for this role:

- (1) Please complete the online application in full.
- (2) Please complete or attach a supporting statement that demonstrates your: interpersonal and communication skills; team working; accuracy and attention to detail.
- (3) Please also include your student ID number; course title; University reference contact in the supporting statement.
- (4) In addition to your supporting statement, please attach (or include in your supporting statement) up to 500 words on "Why I wish to be a Graduate Intern at London Metropolitan University".

Can I apply for more than one role?

You must only apply for one internship role. If your application is unsuccessful, your application will automatically be considered for any other unfilled internships. If you wish to be considered for other specific internship roles, please list these clearly on your supporting statement.

Is your award still pending?

You can still apply for intern positions pending confirmation of your award as there will still be time to consider your application following the final awards board.

What if I require a visa to work?

The graduate internship scheme will not be suitable to Tier 4 visa holders or meet the criteria for a Tier 2 sponsorship. You will need to be able to demonstrate your eligibility to work in the UK for the full duration of the internship, namely from 8 October 2018 to 7 October 2019 inclusive.

If you have a query, please e-mail graduateinternships@londonmet.ac.uk quoting the job reference number.

Further advice and guidance about completing applications and writing supporting statements is available from your Careers and Employability Team at: www.londonmet.ac.uk/careers.

RELATED DOCUMENTS

Job Description/Person Specification:
<https://londonmet.box.com/v/18GIENG2>

Summary Terms and Conditions:
<https://londonmet.box.com/v/TCsPSG5>