

Activities explained

There is a wide range of work available for Student Ambassadors. There are one-off/single day jobs such as Open Days, or longer term activities such as mentoring programmes or Upward Bound etc. that will demand your commitment for several weeks. You should not agree to start a long-term programme if you cannot commit yourself to the whole programme. Below are some examples of the types of jobs available.

Short Term Jobs / Single Day Events

Open Events (or Open Days)

London Metropolitan University holds a range of open events throughout the year. These range from university-wide open days with up to 800 visitors to smaller departmental events, tasters or school group visits. These events are geared towards prospective students who we hope become students at London Met. Responsibilities at these events include manning the reception desk, meeting and greeting prospective students and their parents, showing people where to go, conducting tours, answering questions and generally being as helpful as possible.

School Visits and Talks

London Metropolitan University has a special relationship with a number of schools and colleges and we are often asked to go along to fairs such as Career Days or just to address a class or year group at these institutions to give talks to prospective students on issues relating to Higher Education.

University Visits / Taster Days

We run a range of events for schools on campus, which are specifically designed to show what life as a student at London Met is really like, by offering the opportunity for visitors to speak with the Students Ambassadors, and we also offer workshops in an academic subject area of interest, led by our academics and supported by Student Ambassadors from that course background.

Office Work

You may be asked to support us with administration work on an ad-hoc basis.

Flyering

This involves handing out promotional leaflets to the general public.

Pre-Induction days

The induction process at university can be daunting. Students are in a strange and new environment, and this can be an overwhelming time for many as they take their first steps into Higher Education. All students from partnership schools and colleges who will be joining London Met for their further studies will be invited to a pre-induction day. We will introduce students to:

- Student Services
- The online enrolment system
- The Learning Centre
- The Students' Union and much more.

Student Ambassador Handbook

Student Ambassador Visits

We send Student Ambassadors to visit schools and give group talks to large audiences or workshops for smaller groups on a variety of topics including:

- Choosing a course
- Finance and budgeting
- Student life
- Applying to UCAS
- Why go to university
- Personal statements

Higher Education Fairs and UCAS Conventions

Representatives from London Metropolitan University regularly go out to Higher Education fairs and UCAS conventions all over the country. At these events prospective students can pick up a prospectus, find out about our courses and speak to our staff and students about life at London Met.

Kickstart

As an ambassador for London Metropolitan University, your main role will be to help prospective students learn more about the university and their programme of choice. Ambassadors play a key role in our events and may be requested to participate in a number of ways, depending on their particular set of capabilities and preferences. Ambassadorial duties may include welcoming guests and guiding them to their chosen subject sessions, providing a students' perspective to visitors and sharing your experiences at the university. Student ambassadors may also be asked to participate in student panels, and contribute to promotional material

Campus Tours

Guided campus tours give students the opportunity to see our learning and social facilities and find out what it is like to study at London Metropolitan University. Your role will be guiding prospective students and their parents around the campus tour route, providing them with useful information and offering them the opportunity to ask any questions. You will need to have training specifically for the campus you are working at. Once you have been trained you are likely to be offered campus tour jobs on a fairly regular basis.

Sixth Form / College Conferences (1 or 2 days)

Students and staff from schools are invited to participate in a two day conference at London Met specifically aimed at Post 16 students. These subject area specific conferences bring local schools and colleges together, giving students the opportunity to mix with peers from their local area in a university environment. The aims of the conference are to provide information, advice and guidance about university applications and university life. They will also include a series of speakers and activities to motivate students to explore their full academic and vocational potential and options within the field.

Student Ambassador Handbook

Long Term Projects

Upward Bound

Upward Bound is an education programme spanning 29 Saturdays a year, aimed at raising attainment and aspirations for young people attending Islington state secondary schools.

The programme runs on Saturday mornings during term time at London Met. A team of specialist teachers, group leaders, student ambassadors and peer mentors work collectively to deliver an exciting alternative education programme that re-engages learners, builds confidence and motivates students to achieve. Students are supported over the two years of key stage 4 until they take their GCSE exams.

See [Link](#)

Mentoring

The Mentoring Programme (10 weeks minimum) can encourage students in many ways, both academically and pastorally. The aim of the programme is to:

- Raise their aspirations
- Raise their standards of performance
- Increase their awareness of the opportunities offered by Higher Education
- Develop and improve their self-esteem, motivation, confidence and persistence
- Improve their application and time management
- Have a greater understanding of the process of applying to Higher Education

To become a mentor, you need to attend an afternoon training session, and have had the Safeguarding training. You also need to be DBS checked.

London Met Summer Schools

Running for one week each, the Summer Schools are subject specific programmes focusing on the key skills needed to progress to Higher Education, giving the visiting students a chance to experience university life, and helping them make an informed decision when it comes to making their choice of degree. It also includes subject-specific workshops and presentations providing useful information about Higher Education, UCAS applications, Student Finance etc. Your roles would include:

- Working closely with a group of Year 12 students for the week
- Building rapport with the students
- Providing a source of information about university life.
- Assisting the students with their workshop activities

Student Ambassador Handbook

Alumni Events

SA's role in Alumni Events would be:

Help setting up the room for an event e.g. Table Cloths, handouts on seats, setting up microphones, make sure the computer screen is right

Meet and greet and welcome at reception and show them to the room and show them to toilet/wardrobe facilities.

Registration and name badges

Helping out with Q&As e.g. holding microphones for audience members

International Recruitment Events

The University's international team at the University comprises of three main sections; Recruitment & Development, Advice & Support and International Programmes. Potentially, a Student Ambassador could offer support across all areas during their time in post.

Other Departmental / Faculty Events

Fairly often another department or faculty will request some Student Ambassadors for an event. Usually the role will consist of welcoming guests, taking register, showing guest to the function rooms etc.