



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

[Link to Leeds Ambassador, International Office](#)



Duration: Monday 11th November – ongoing

Required hours: minimum of 2-3 hours a week

Rate of pay: £13.77 per hour

Closing Date: Sunday 13th October, 2024

Interviews are expected to take place during the week commencing 21st October, 2024

Do you want to help international applicants in making the decision to come to Leeds? Do you have experience working/ volunteering as an ambassador for your school or the University? Then Link to Leeds could be the perfect thing for you!

We are looking for current students to join our team of Link to Leeds ambassadors in being a first point of contact for international students interested in studying at the University.

The Link to Leeds scheme is flexible and ambassadors do most of their work remotely/ at a location of their choice. Ambassadors sign up for tasks based on their availability but as a minimum, you are expected to spend 2-3 hours a week on this role.

Ambassadors act as an information point, via a variety of channels (including [Unibuddy](#)/ TAP instant messaging, emails, social media, webinars and Q&A events), for international applicants seeking information about the University and who are keen to hear current students' experiences of the city and the University. Ambassadors sign up for tasks and projects relating to the scheme, such as hosting webinars and Q&A events, creating videos, writing blogs about specific topics and taking part in region specific events.

Ambassadors who actively engage with the Link to Leeds scheme will be given opportunities to undertake further work for the International Office, including leading campus tours, representing the University at student recruitment events, and supporting activities virtually and/or on campus.

For the scheme to be successful, our ambassadors need to be from a range of countries, levels of study and subject areas and this will be considered during the shortlisting process.

More information about the scheme can be found on the website:
www.leeds.ac.uk/linktoleeds



What does the role entail?

As a Link to Leeds ambassador, your main duties will include:

- Responding to emails, Unibuddy/ TAP instant messages or social media enquiries in a timely manner.
- Hosting and/ or taking part in online webinars and Q&A events.
- Contributing to the content of websites, social media, blogs, and publications by undertaking assigned tasks and projects, including videos.
- Acting as a first point of contact for international applicants and offer holders contacting the University, providing information about the University, the city of Leeds, studying in the UK and details relating to the arrival in Leeds.
- Supporting the International Office with recruitment and partnership events.
- Representing the University professionally and positively.
- Presenting information accurately, addressing the student's needs and interests, referring them to relevant information from a range of services and departments where necessary.
- Completing profiles to feature on university webpages, providing details of your course, nationality, and a description of your experience at Leeds so far.
- Encouraging students to choose Leeds and promote the University as an excellent destination for study.
- Helping other departments, including Schools, Marketing, Communications, and the International Student Office with tasks as and when required.

Further information will be given at the training.



What will you bring to the role?

As a Link to Leeds ambassador, you will have:

- Ability to act as a positive ambassador for the university and the city in a confident, friendly, and professional manner. (A/I)
- Excellent time-management skills to complete tasks associated with this role, alongside your studies. (A/I)
- A high level of fluency in spoken English and the ability to communicate effectively with people whose first language is not English (I)
- Experience of providing effective customer service and can demonstrate a commitment to “going the extra mile” to meet the needs of others, presenting information and explaining complex systems clearly. (A/I)
- Experience with social media and making content, such as photography, reels, videos, and blogs (A/I)
- Ability to understand and identify the needs of new international students, and use initiative, problem-solving skills and effective consultation to make decisions on how to provide the best information or support possible (A/I)
- International experience while being a student at the University of Leeds (A)
- Ability to work supportively in a team to achieve the team’s aims, with the ability to demonstrate what makes a successful team (I)
- Experience of being involved in university or community life outside academic studies (A/I)

You may also have:

- Ability to speak one or more languages in addition to English.
- Experience of working as an ambassador for the University (centrally or within a school/faculty).

How to apply

Applications should be [submitted online](#) by **23.45 (UK time) on the 13 October 2024**

Contact information

For any questions regarding this role and/or the Link to Leeds scheme, please visit www.leeds.ac.uk/linktoleeds or email linktoleeds@leeds.ac.uk.

If you have questions about the application in this time, we recommend that you contact a current ambassador at www.leeds.ac.uk/linktoleeds.

