**Request for Student Ambassadors**

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| **Event / Activity** | CMS End of Year Show– Wednesday 22rd of May 2024:  School of Computing and Mathematical Sciences | |
| **Team Reporting To** | FES Recruitment and Marketing Team | |
| **Shift Date(s) and Times** | Wednesday 22rd of May 2024 | 10:00-18:00 |
| **Hiring Manager**  *(name, email and direct telephone for on-the-day queries from our ambassadors)* | Plamena Kadiyska  020 8331 8802 | |
| **Location Reporting to**  *(please detail full address for off-site shifts or campus, full building name and room for internal shifts)* | Greenwich Campus, King William Court, Ground Floor | |
| **Number of Ambassadors Required** | 5 Student Ambassadors in total:   * X5 from CMS programmes | |
| **Lunch Provided?** | Yes (a packed lunch will be provided) | |
| **Travel Expenses Provided?**  *(This is offered for all external events only)* | No | |
| **Uniform**  *(please change if students need to wear an alternative to the standard uniform)* | Student Ambassador t-shirt or fleece (email [Ambassadors@gre.ac.uk](mailto:Ambassadors@gre.ac.uk) to arrange collection) | |
| **Rate of Pay**  *(SP7 / SP2)* | SP2 | |
| **Timesheet Arrangements**  *(who will be writing these, approving and submitting)* | Students to create their own timesheets and submit for approval. Plamena Kadiyska happy to confirm hours worked post-shift. | |
| **Essential Criteria**  *(e.g. ambassadors from a particular programme, campus, international, DBS needed etc.)* | 5 Student Ambassadors in total:   * X5 from CMS programmes | |
| **Ambassador duties** | Setup and breakdown of event, chatting to visitors (i.e., potential applicants and applicants (including their parents/guests)), directing visitors between classrooms in King William court, and potentially assisting with ‘taster’ sessions and participating in the School’s talk, talking about their experiences of study on their programme. | |
| **Budget Code**  (for use on timesheet) | 1-11111-321D-61301-0000-000000 | |
| *For external events requiring a very large number of students you may wish to consider arranging a bus rather than offering expenses. If you wish to do this please note this in your request form in the travel expenses field.*  *London Weighting will not be applied to vacancies in Medway Campus* | | |