

International Alumni Ambassador

Role Description and Person Specification

The Purpose of the Role:

To act as an ambassador for the University of Nottingham in your area

To promote the University and aid delivery of the University’s strategic alumni engagement plans

To further engagement between alumni

To host regional events

To populate online communications

Responsibilities on behalf of the Alumni Office:

* Arrange at least two events per year for alumni in your area to develop career and networking opportunities for international alumni
* Report back to the Alumni Office on your activities and other activities in your area
* Be a point of contact for alumni in your area, particularly new alumni
* Aid the Alumni Office in University-led activities including; finding venues, ordering catering, compiling guest lists and basic event administration
* Manage and populate the dedicated Chapter and blog, where appropriate
* The duration of the role will be one year with a formal review at this point (This will include the option to continue in your role / opt out)
* Maintain a database of alumni information including; name, address, subject studied, graduation date, email address, telephone number and employment details. Provide the Alumni Office with regular updates
* Connect with prominent alumni in your area where possible and alert the Alumni Office to new contacts

Responsibilities on behalf of the International Office:

* Offer informal advice and information to prospective Nottingham students
* Assist International Office staff with local recruitment
* Be a point of contact for University staff arranging events in your area
* Be a point of contact for prospective students in your area

Person Specification:

* An enthusiastic interest in the University of Nottingham
* An interest in engaging alumni and hosting regular events on their behalf
* Strong interpersonal skills and a desire to communicate with and meet people at all levels and of all ages
* Regular access to the internet and email and a knowledge of social networking

Note that the role can be time consuming

All alumni ambassadors will receive support from the Alumni Office and International Office, with access to necessary recruitment materials

Where possible, ambassadors will be expected to meet with staff in-country to undergo a training session on both alumni and recruitment work, including managing Chapter pages