



International Student Ambassador Scheme

International Office (Student Support Services department)

Role Profile

Job title: International Student Ambassador

Unit: International Office

Purpose: To act as international ambassadors for, and representatives of, the University by supporting the work of the International Office, as well as the Communication and Public Relations department. To support other teams across the University if required.

Hours of work: Flexible working hours, up to 40 hours per month, on average. Arrangements are made in advance with a respective university official.

Dates: The successful candidates (2) are expected to start working from mid-November and will serve as our international ambassadors until they graduate from the university or at an earlier date upon mutual agreement.

Main duties:

- Acting as ambassadors for the University
- Spreading information about studies at Södertörn University by creating and sharing content through relevant platforms, colleagues, and social media channels
- Participating in reference groups to help improve services for international students
- Representing the University at digital and physical events when requested
- Inspiring & raising aspirations of future applicants by sharing own experience
- Supporting the activities of the International Office and Communications & PR

- Supporting liaison and enquiries handling if required
- Other duties appropriate to the post as required.

Specification and requirements:

The application is open only to our currently enrolled international students who are studying in one of Södertörn University's one-year or two-year International Master's programmes. There is no nationality or residence requirement, however, you are required to have a Swedish personal identity number by the time of your application or start of your duties.

Your skills and knowledge should include and not be limited to excellent written and oral communication skills in English, confidence in talking in front of groups, ability to work as part of a team, as well as independently, good social media and organisational skills. Excellent time management skills are necessary as this role will be in addition to your studies and would require flexibility in terms of working hours.

Desirable personal attributes include motivation and enthusiasm to work as an ambassador, having an outgoing and friendly personality, understanding for and empathy with individuals from a wide variety of backgrounds and ability to inspire and raise aspirations.

Salary:

Salary will be at SEK 125 per hour (regular working hours) or SEK 135 (after 18.00 or during weekends) and you will be paid hourly depending on the total number of hours worked each month (during the term). The expected workload is a maximum of 40 hours per month and may vary from month to month depending on agreed tasks and duties.

Application process and Starting date:

The application period for international ambassador positions (2) will open on 26 October 2020 and close on 3 November 2020. The interested candidates should submit their CV, a short motivation letter (up to 500 words) describing their experience and background, as well as up to 3 links or screenshots to social media content (blogs, posts, articles, videos, etc in pdf or jpeg format) produced by the applicant with a wide social media reach to the following email address: international@sh.se by 23.59 CET on 3 November. The shortlisted candidates will be called to an online interview in week 45/46. The successful candidates will take part in a half a day training in November 2020 and start their ambassadorship upon the completion of their training.