

Doctoral Engagement Ambassador

Job Title: Doctoral Engagement Ambassador

Number of Positions: Unlimited

Period: 01 August 2019 – 31 July 2020

Rate of pay: Casual Worker 5

Directly responsible to: Doctoral Engagement Manager

Supported by: Doctoral Engagement Manager and Training & Events Administrator

About the Doctoral College

The Doctoral College supports the University's research strategy and its ambition to establish Bath as an international leader in graduate education. Through the Doctoral College's commitment to 'stage-specific support' we focus on how we can improve the early experience of students through the period of induction and subsequently through the doctoral journey.

About the role

This is an exciting and varied role supporting core doctoral engagement events and activities to enhance the overall experience of those undertaking doctoral study. The role is crucial in helping to build an active interdisciplinary community of doctoral students. Duties of the role include:

- **Supporting doctoral student induction activities throughout the year by:**
 - Supporting and presenting at the Doctoral College student induction workshop: *Starting your doctorate: An introduction to doctoral study at the University of Bath*.
 - Representing and presenting at departmental and DTE induction programmes, as well as at taught residential programmes for our professional doctorate students.
 - Leading campus tours (where required) for new students to assist with orientation at the University
 - Welcoming and interacting with new students at networking and social events arranged as part of doctoral student induction
 - To assist with any other duties that involve engagement with new students to make them feel welcomed to the University
- **Facilitating activities that are designed to support building an interdisciplinary doctoral community. This will involve:**
 - Facilitating our weekly *Cake in the Commons* activity. This will involve, but not limited to, set up and pack up, engaging with other researchers, as well as facilitating activities to keep the event engaging for others.
 - Sharing your own experiences of your doctorate with others by contributing to our blog programme
 - Supporting other related activities that are designed to support community building as directed by the Doctoral College
- **Acting as a Doctoral College ambassador and providing event support at Doctoral College events throughout the year. This may include:**
 - Supporting the preparation and delivery of various Doctoral College events throughout the year, e.g. Doctoral Welcome Reception and Information Fair.
 - Supporting any promotional campaigns, representing the Doctoral College, and communicating the purpose of the Doctoral College to other doctoral researchers.

- **Supporting any doctoral recruitment activities. This may involve:**
 - Representing the Doctoral College at recruitment activities such as recruitment fairs and virtual open days
 - Supporting other recruitment related activities throughout the year.

Occasionally, you may be required to undertake other duties of a similar nature as reasonably required by your line manager.

Please note: The listed duties should give you a flavour of the type of activities you could get involved with. Doctoral Engagement Ambassadors will be able to choose the type of work they are interested in.

Hours of work

This is a casual contract and work will be offered on an ad-hoc basis. You will be able to sign up to shifts that fit around your own commitments. It is likely that more work will be available around key induction periods: September, October, January, April and July. Cake in the Commons is every Friday at 10:30 – 11:30.

Work may, occasionally, be outside of regular hours and there may also be some off-campus working.

In deciding if this is an appropriate opportunity for you, you should ensure that it will not adversely impact on your studies or breach any relevant conditions of funding. Tier 4 visa holders will also need to ensure that they do not breach the conditions of their visa: <http://www.bath.ac.uk/visa/staff/work-requirements/index.html>.

Person Specification – what we are looking for

Essential:

1. You must be current doctoral student at the University of Bath registered on your doctoral programme until at least July 2020 and be eligible to work in the UK.
2. You must be enthusiastic with a can-do attitude who enjoys working with lots of people.
3. You must possess good communication and interpersonal skills.
4. You should be confident when interacting with others and have an interest in meeting new people.
5. You must have the ability to work both independently and as part of a team.
6. You must be able to remain calm under pressure
7. You must be reliable and should be able to demonstrate commitment to work.

Desirable:

8. An understanding of the needs of a diverse doctoral community, including (but not limited to) international students, part-time and distance learners and those with disabilities
9. Awareness of University facilities and support structures relevant to doctoral study
10. Experience of supporting and/or organising events
11. Experience of representing a service and interacting with customers

Training and support

Appointed candidates will be given an induction session organised the Doctoral College. The induction session will introduce you to key people in the Department, explain your role in more detail and highlight key policies and procedures. There will be further opportunities for training and support from the Doctoral Engagement Manager and Doctoral Training and Events Administrator.

How to apply?

You should apply by sending an up to date CV and Covering Letter (no more than 1 side of A4) to doctoralengagement@bath.ac.uk outlining **why you want this position** and **how you meet the person specification**. Please use the following as in the subject of your email: APPLICATION - Doctoral Engagement Ambassador (Your name).

We recruit on a rolling basis meaning we accept applications at any time. Shortlisted applicants will be invited to attend a short interview.