



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

### **Student Ambassadors, Leeds University Library**



**Salary: Grade 3 (£17,079 – £18,688 p.a. pro rata)**

**Reference: CSLIB1198**

**Part time: 6 hours per week**

**Fixed term from 16 September 2019 to 6 December 2019**

**The post is open to those who will remain registered students during the appointment**

## **Student Ambassadors Learning Services Team**

**Are you a student at the University of Leeds? Are you a team player with great communication and presentation skills? Do you have the confidence to help motivate and encourage your fellow students to use our Library services?**

Learning Services provides academic skills support to undergraduates and taught postgraduates. Peer support has proved to be a powerful tool in our work, especially with new students. You'll be involved in promoting our services and facilities, using your own knowledge and experience to help others. It's an opportunity for you to develop your presentation and communication skills, and work on a project which will be of lasting benefit to the Library and its customers.

You'll help raise awareness of our services and facilities, including induction activities for new students both in the Library and in faculties during the start of semester 1, and provide practical help to other students. The feedback you gather will help inform our service development.

### **What does the role entail?**

As a Student Ambassador, your main duties will include:

- Attending induction events / workshops to promote the Library and help students understand and make use of services;
- Promoting and providing Library welcome activities, especially in the Laidlaw and Edward Boyle Libraries;
- Designing and delivering short interactive demonstrations for new students;
- Roving around the Library to help students eg. with searching for / finding resources, and using facilities;
- Contributing to online communication channels including social media;
- Liaising with other areas of the University to market the Library (eg. Leeds University Union);
- Collating and communicating feedback on the Library;
- Working on a project agreed with the Skills@Library team;
- Reporting to wider Library staff on the ambassador role and outcomes from your project.





These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Student Ambassador you will have:

- Experience of studying within the University of Leeds;
- Excellent communication and presentation skills;
- Excellent interpersonal and team working skills;
- Confidence in using IT, including social media;
- The ability to motivate and encourage peers;
- Creativity, enthusiasm, initiative and energy to carry out the role;
- Self-motivation, able to work with minimal supervision.

You may also have:

- Experience of using the Skills@Library services and resources.

## How to Apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact Information

To explore the post further or for any queries you may have, please contact:

**Simon Robinson, Learning Advisor**

Tel: +44 (0) 113 343 7168

Email: [s.d.robinson@leeds.ac.uk](mailto:s.d.robinson@leeds.ac.uk)

Further information about the Library <http://library.leeds.ac.uk/>

Further information about Learning Services / Skills@Library  
[https://library.leeds.ac.uk/info/1401/academic\\_skills](https://library.leeds.ac.uk/info/1401/academic_skills)



## Additional Information

### Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our Working at Leeds information.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our Accessibility information or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

