**Global Room Student Ambassador Application Form**

**Post Summary:**

As part of a key support team, Global Room Student Ambassadors play a critical role in supporting and advising current and incoming international students to Trinity, in conjunction with the Global Relations Office and other student support services at Trinity. Working as an ambassador requires excellent initiative, flexibility, attention to detail, discretion, judgement, and excellent intercultural, interpersonal, communication and organisational skills.

The role of a Global Room Student Ambassador involves day to day interaction with international students, facilitation of events in the Global Room, interaction with staff from the Global Relations Office, as well as collaborating with managers and fellow ambassadors to maintain a solid social media presence.

Services provided by the Global Room includes: international student support and advice, prospective student campus tours, providing assistance to the Global Relations team in Global Marketing and Partnerships, provision of an event space on campus with a focus on international students hosting events for international students, and airport meet and greet service.

Reporting to the International Student Liaison Officer and the Assistant Global Room Managers, the key tasks will include:

* Providing information, advice and support to current and prospective international students on practical, social and academic matters; refer students to appropriate administrative, support or academic services at Trinity or external services where applicable.
* Work as a team to develop student-facing content for social media platforms.
* Organise, facilitate, and assist with events organised by the Global Room and/or held in the Global Room by other student societies/college services.
* Help in maintaining the Global Room’s appearance and upkeep as a student space
* Assisting the managers with some Global Room administration as needed
* Generating ideas for Global Room projects/events and making a collaborative effort in other Global Room initiatives.
* Assisting with the coordination and delivery of the airport meet and greet service at the beginning of both the Michaelmas and Hilary Term.
* Assisting the Global Relations team with international marketing/recruitment/shipping tasks as needed.
* Maintaining and developing The Global Room’s social media presence on Facebook, Instagram and Twitter.

**Person Specification**

**Qualification, Knowledge & Experience:**

A student ambassador should have completed at least two full semesters in Trinity College, as part of a postgraduate or undergraduate course by September 2018, as well as the following knowledge and experience:

* A working knowledge of college services provided by Trinity.
* Some experience working as part of a team
* Experience with project management and event organisation
* Proven ability to work in a fast paced working environment
* Interest in and knowledge of good practice student support.
* Flexible availability - must be available to work multiple shifts a week
* Proven involvement in the college community, e.g. involvement with TCDSU, student societies, S2S, etc. (desired but not essential)
* Experience working in an international or intercultural context.

**Skills and Competencies:**

* **Interpersonal skills:** ability to interface effectively both within the Office and across the wider College Community, in particular with students and other key stakeholders; fosters good working relationships; is known as someone who is helpful to others; can work effectively in a multicultural, multilingual environment.
* **Team Worker:** can operate effectively as part of a team – is cordial and willing to help others, is co-operative and patient; shares work and information; establishes rapport with everyone.
* **Motivated**: displays a ‘can-do’ attitude, is committed to the Global Room and has a desire to contribute to its development.
* **Flexibility**: can operate flexibly within a busy environment; can shift focus when required. Be enthusiastic, flexible and willing to work beyond normal office hours when a need arises, by prior arrangement.
* **Communication** – can communicate well, particularly in intercultural contexts, and has excellent oral and written communication skills

**Remuneration**

* This is a paid position. The hourly payment for Global Room Student Ambassador is €10.35
* The Global Room opening hours are 9:30m-9pm, Monday-Friday. On average students work 3-7 hours per week though working hours vary depending on student availability.

**Trinity Global Room Student Ambassador Application Form**

Please apply to become a Global Room Student Ambassador for the Academic Year 2018/19 using this form. **Closing date for applications is Tuesday, April 3rd** .

Shortlisted candidates will be contacted the week of the April 16th and must be available for interview (either in person or via Phone/Skype) during the week of **April 23rd**.

*Please* ***email*** *your cover letter and CV/resume along with this form to tcdglobalroom@tcd.ie.by noon on Tuesday, 3rd April .Late applications will not be accepted.*

**Requirements**

* Students **must** have completed 2 semesters in TCD by September 2018.
* Please attach the latest copy of your Curriculum Vitae (maximum 2 pages) and the completed the application form

**Personal Contact Information**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of Domicile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TCD Student No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TCD Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Phone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Course of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which year will you be entering in September 2018: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you speak any languages other than English? Please list:

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Name of secondary/high school attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where? Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Questions**

1. Are you a member/officer of any TCD societies/clubs or mentoring programmes? Please give details of how your experience in this society will contribute to your application. (Max. 150 words)

1. Please give an example of a time when you may have helped a fellow student, outline the context and your approach. (Max. 150 words)
2. What, in your opinion, are the top three challenges experiencedby international students? (Max. 150 words)
3. Why do you want to become a Global Room Ambassador? Please outline aspects of your experience to date that would be relevant to the role? (Max. 300 words)