Vacancy: Student Ambassador International Studies

Are you excited about International Studies and would you like to share your knowledge and experiences with prospective students? Would you like to participate in Open Days and other events? If so, you might have what it takes to be a student ambassador for the BA International Studies!

For the upcoming academic year (2021-2022), International Studies is looking for a:

Student Ambassador (F/M/X) (0.2 fte approx. 8 hours a week, on average)

Job description in brief:
- Organising and participating in online and offline promotional activities: providing information about the programme at University Open Days, Experience Days, student-for-a-day-events; visiting (Dutch) high schools; being in touch with prospective students through email, Unibuddy, Skype sessions and webinars.
- Reporting back on signals/trends from/in the primary target group, in particular regarding the image of Leiden University and International Studies.

Tasks
- Setting up and leading a promotional information team.
- Coordinating/carrying out high-school visits.
- Organising information activities, working together with the Faculty Recruitment Officers (i.e. from organising and setting up all through to tidying up at the end).
- Creating and updating standard information materials for the information team.
- Contributing to Social Media accounts (Facebook, Instagram) of the programme.
- Informing prospective students through the Unibuddy Chat System, email and online calls.
- Other tasks, such as: writing news items for the website/newsletter; assisting with International Studies’ related events, such as Pre-Unions and Graduation Ceremonies.
- Advocate the importance of an inclusive and diverse learning environment in our information activities.

We are looking for a student who fulfills the following requirements
- Preferably a second-year student of International Studies (starting year 2 in 2021)
- Good study results (GPA of at least 7.0)
- Affinity with Public Relations and Social Media
- Excellent oral and written skills in English
- Be presentable, enthusiastic, reliable and proactive
- Able to come to Campus if necessary

We are offering
An interesting and varied position, which provides an excellent addition to your study. We offer a temporary position for one year, with the possibility of renewal. Salary according to scale Student Assistant of the CAO of Dutch Universities.

Please mind
In order to be allowed to work as a Student Ambassador, in accordance with Dutch Labour law, you will need to have a Dutch health insurance, additionally, if you are from outside the European Union, you will need to have a residence permit that allows you to work in The Netherlands.

Information and application
For more information on this position, please contact: Ayelet Mokasay or Regine Mulders, marketing@hum.leidenuniv.nl

Please, send your application letter and CV before **27 June** to the same e-mail address. The (digital) interviews will take place on **Wednesday 30 June**.