

Student Experience Team

Need to knows

Dr Dave Arnold, Education Strategy Manager

Hana Stone, Student Experience Officer

We are the central point of contact for Ambassadors
ambassadors@sgul.ac.uk

We also support enhancing student experience through:

- Student Advisors
- Unitu platform
- Big Read
- Student Surveys
- And more!

How activities work

Staff request
Ambassadors

Activity
advertised


Ambassadors
sign up

Ambassadors
assigned

Ambassadors
confirm post

Organiser
sends email


If you have problems getting in touch with organiser get in touch with us at ambassadors@sgul.ac.uk



St George's
University of London

HOME OPPORTUNITIES SCHEDULE HOURS CONTACT MY PROFILE

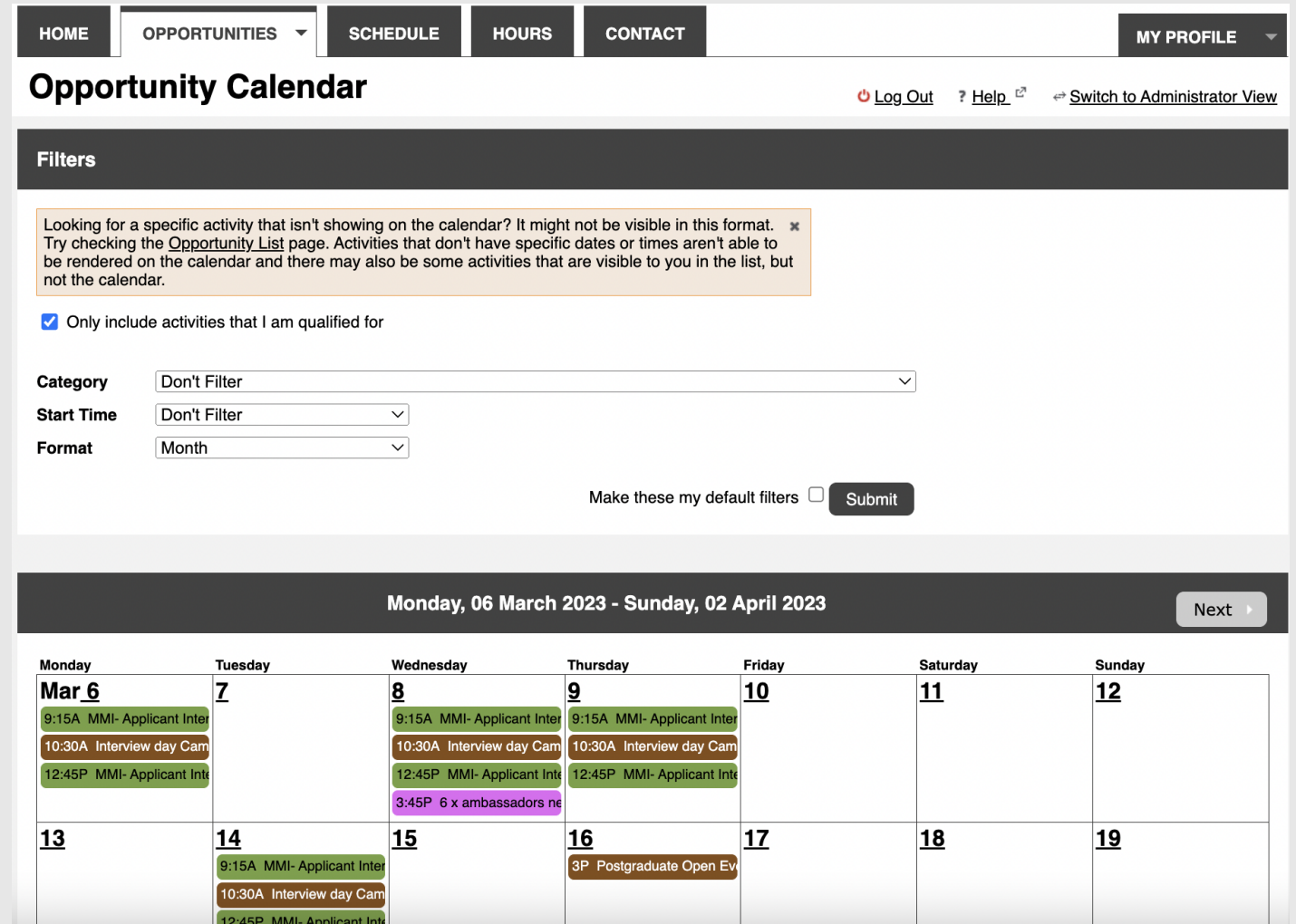
Home [Log Out](#) [? Help](#) [↔ Switch to Administrator View](#)

 **Welcome**
Hana Stone
[Edit My Profile](#)

- All activities are advertised here
- You can receive weekly emails about activities

My Volunteer Opportunities Calendar

- Activities are shown in a calendar
- Please only sign up for activities you can do
- After you've been assigned, confirm on the platform
- Please contact organiser asap if you can't make it so they can find a replacement



The screenshot shows a web interface for a volunteer opportunities calendar. At the top, there are navigation tabs: HOME, OPPORTUNITIES (selected), SCHEDULE, HOURS, CONTACT, and MY PROFILE. Below the navigation is the title "Opportunity Calendar" and links for Log Out, Help, and Switch to Administrator View. A Filters section contains a warning message, a checked checkbox for "Only include activities that I am qualified for", and dropdown menus for Category (Don't Filter), Start Time (Don't Filter), and Format (Month). A "Submit" button is next to the "Make these my default filters" checkbox. The calendar itself shows a grid from Monday, 06 March 2023 to Sunday, 02 April 2023. Activities are listed in colored boxes within the calendar cells.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mar 6 9:15A MMI- Applicant Inter 10:30A Interview day Cam 12:45P MMI- Applicant Int	7	8 9:15A MMI- Applicant Inter 10:30A Interview day Cam 12:45P MMI- Applicant Int 3:45P 6 x ambassadors ne	9 9:15A MMI- Applicant Inter 10:30A Interview day Cam 12:45P MMI- Applicant Int	10	11	12
13	14 9:15A MMI- Applicant Inter 10:30A Interview day Cam 12:45P MMI- Applicant Int	15	16 3P Postgraduate Open Ev	17	18	19

My Volunteer Opportunities List

- Activities are shown in a list by department
- Please only sign up for activities you can do
- After you've been assigned, confirm on the platform
- Please contact organiser asap if you can't make it so they can find a replacement

HOME OPPORTUNITIES SCHEDULE HOURS CONTACT MY PROFILE

Opportunities

[Log Out](#) [Help](#) [Switch to Administrator View](#)

Filter Activities

Academic depts.

ACTIVITY		SHIFTS	START DATE	END DATE
1 x ambassador needed for BSc Clinical Pharmacology Alumni Event		0	31/03/2023	31/03/2023
1 x ambassador needed for Inaugural Lecture event support		1	20/03/2023	20/03/2023
3 x ambassadors for Pharm Year 3 OSCE event support on 7 March		0	07/03/2023	07/03/2023
Equal Representation in Academia (ERA) student ambassador- ASAP Start		0		

Admissions team

ACTIVITY		SHIFTS	START DATE	END DATE
MMI- Applicant Interview Day - Friday 6th March 2023		2	06/03/2023	06/03/2023
MMI- Applicant Interview Day - Friday 24th March 2023		2	24/03/2023	24/03/2023
MMI- Applicant Interview Day - Friday 31st March 2023		2	31/03/2023	31/03/2023
MMI- Applicant Interview Day - Monday 20th March 2023		2	20/03/2023	20/03/2023

- The organiser confirms how many hours you worked
- Payments are made in arrears: generally, work completed one month is paid next month
- You can see the hours you've worked on My Volunteer **after** the payment date for that month
- Payslips are available on My Workplace after the payment date for that month


- In some activities you might come across personal data
- You must follow GDPR guidance
- You will be sent a link to GDPR training which you must pass as part of the quiz
- For us to update your Ambassador record with 'GDPR training' you need to send us your certificate

- Collect your shirt at the end of Assessment Day
- Keep shirts clean and presentable
- Yours to keep for duration of your time as an Ambassador
- Return clean and presentable to Student Experience team



What next?

- Take part in a Campus tour and learn from current Ambassadors
- **Complete the Student Ambassador quiz by Wednesday 15th March 12:00 (link will be sent by email)**
- Once you pass the quiz you can sign up for work!



Student Ambassador quiz

Please complete this quiz by Wednesday 15th March, 12:00. You must achieve 80% or higher to be accepted onto the Ambassador programme.

Hi, Hana. When you submit this form, the owner will see your name and email address.

1. What colour are the new Ambassador T-shirts?

Purple

Orange

Thank you!

Any questions: ambassadors@sgul.ac.uk