

Sussex Centre for Language Studies

Language Ambassador Role Description

Role

SCLS Language Ambassadors are university students who promote the use and learning of other languages.

Purpose

- LAs serve as role models to other language-learners at a range of levels within schools, colleges and universities
- LAs share their own experiences of language learning and aim to motivate others to learn languages
- LAs offer insights into the language-learning experience in higher education and encourage to continue learning languages at college or university

Language Ambassador activity at Sussex falls broadly into 2 categories:

1. Schools liaison activities with local schools, for example:
 - a. Campus tours and talks for prospective students
 - b. Help at the University's official Open Days & Applicant Visit Days
 - c. Visits to local schools
 - d. Language workshops/events on campus
2. On-campus activities for students at Sussex, for example:
 - a. Language buddying
 - b. One World Sussex activities
 - c. Language Café Volunteering
 - d. Liaison with the Student Union
 - e. Supporting and promoting language-related events organised by SCLS

Duties and responsibilities

Language Ambassadors report to the LA coordinator and members of the staff team delegated to assist with the various activities and events.

A Language Ambassador is a member of a friendly, helpful, approachable and respectful team. Language Ambassadors will maintain effective communication with the LA coordinator and with each other.

Language Ambassadors are required to:

- Provide support for a minimum number of events
- Assist with planning and preparation of events: preparation of resources; room set-up requirements; catering; tidying-up
- Help to plan language activities relevant to themed workshops (e.g. advertising in the Target Language; Languages Day, etc.)
- Support academic tutors in delivering language-specific workshops

In addition, Language Ambassadors may be asked to:

- Contribute to the development and production of related publicity/marketing information (print and web-based) to raise the profile of language learning. This may include taking part in photo shoots, contributing to the range of student profiles for use in publicity material, etc.

- Assist with some administrative or office-based duties, including communications, data entry and maintaining mailing lists, as appropriate.

Payments & Benefits

- Ambassador activity linked to University Open days and Applicant Visit Days (preparing presentation; talking about your course of language study etc.) is paid at the University's standard Ambassadors rate (approx. £9.50 per hour)
- Many activities are voluntary (Language workshops; One World Week; Schools activities)
- Travel expenses are covered for planned events off campus (e.g. visits to schools)
- Language Ambassadors will receive a certificate in recognition of their contribution to the promotion of language learning

Clothing

Cranberry coloured hoodies and a range of colourful SCLS Language Ambassador T-Shirts are available for long-term loan. Ambassadors will be asked to wear these clothes and name badges during events. Clothing is on loan and should be regularly washed and kept clean.

Transferable skills and Personal development

The aims and benefits to Language Ambassador activities are multiple. They:

- Foster intercultural communication
- Increase interaction between home/international students
- Promote languages/skills
- Promote work and study abroad
- Help widen participation
- Contribute towards your personal development
- Enhance employability prospects

Person Specification

To be an SCLS Language Ambassador, you must:

- Be a registered undergraduate or postgraduate student at the University of Sussex

Personal Attributes (Essential)

- Knowledge/experience of learning at least one other language than your mother tongue
- Enthusiastic about the role of the Language Ambassador
- Friendly, approachable and excellent at communicating
- Respectful of other people's needs, views and experiences
- Motivated and reliable when planning and facilitating projects

Experience (Desirable)

- Experience of working or volunteering with people from other cultures
- Experience of working with younger people
- Experience of event organisation
- Experience of working with social media, events promotion or outreach activities

For enquiries, email Laura Mark (L.S.Mark@sussex.ac.uk).

To apply, fill out this short application form: <https://goo.gl/uTcEVr>
We will be in touch with you shortly.