



ICAEW Campus Ambassador Role

Functional Job Title

ICAEW Ambassador, Student Recruitment (Universities)

Role Family

Student Recruitment, Learning & Professional Development

Overall Purpose of Role

To represent ICAEW by promoting careers in chartered accountancy and the ACA qualification to potential students at your university.

Main Responsibilities of Role

- To promote the ACA and careers in chartered accountancy to undergraduates at your university, increasing awareness of ACA and the benefits of a professional qualification to a range of undergraduate groups (UK and international students from all degree disciplines).
- To identify key courses and key student contacts to target.
- To assist Marketing Executives at events on campus when required – careers fairs, networking and presentation sessions, skills sessions, etc.
- To identify key societies and activities in your university that may be of interest to ICAEW.
- To investigate the key methods of contact to reach out to students on your campus, e.g. email, magazine, newspaper, radio, website.
- To canvas the careers centre and business/management schools throughout the year.
- To conduct market research with students when specified.
- This job role and the hours of work will vary dependent on university and the individual undertaking the job.
- Report back to the Marketing Manager at the end of each month outlining all marketing and promotional activity conducted and timesheet, using the template provided.

Role Specific Technical Competencies

Qualifications and interests

- A current student studying **any** degree at a UK university (essential)
- Member of a relevant university society would be beneficial
- Desire to study the ACA in the future or have an interest in marketing and events (desirable but not essential)

Experience

- Well organised, efficient, confident and a team player.

Additional requirements

- Attendance is required at the ICAEW Ambassador training day in London – Monday 10 September 2018
- Good interpersonal and communication skills
- Proactive self-starter
- High levels of energy and enthusiasm

Basic role details

Role

ICAEW Ambassador, Student Recruitment (Universities)

Location

University-based

Hours

Not fixed – will vary dependent on requirements

Rate

You will be paid a rate of £8.45 per hour outside of London and £9.75 in London

Application process

To apply please email a copy of your current CV to campus.ambassadors@icaew.com supported by 300 words outlining why you would like to become an ICAEW Ambassador and why you think you would be a good fit for the role. Please title your email *ICAEW Ambassador Application: Name of University*.

If you are successful at application stage you will then be invited to take part in a short telephone interview. Successful applicants will then be contacted within 4 weeks.

Due to the volume of enquiries we receive for each position, if you haven't heard from us after 4 weeks, your application has been unsuccessful.