



Job Description

Job Title	Education Liaison Mentor
Department	Marketing
Location	S003 Kedleston Road, Derby, DE22 1GB
Reports To	Marketing Staff
Grade/Pay	£6.39 per hour not including holiday pay
Working Hours	Variable

Duties & responsibilities:

1. To provide individual tours of the University to potential students and visitors.
2. To work with the Education Liaison Team to host school and college visits at the university including; preparation for the event, supervision of school/college groups, helping and interacting with visitors, participating in tours and workshops, co-ordinating team building activities.
3. To work with the Educational Liaison Team on aspiration building and marketing activities in regional schools and colleges; including presentations, demonstrations and workshops supervised by Education Liaison staff and/or Education Liaison Assistants.
4. To assist in activities to improve student retention within the university including welcome events for new students.
5. To maintain detailed knowledge of all study opportunities, facilities and support services at Derby University.
6. To promote the university by attending local, regional and national exhibitions and fairs when appropriate.
7. To assist with the evaluation of the design of presentations and workshops as required.
8. To attend training and meetings as required.

9. To carry out administrative and clerical duties.

10. Any other duties, appropriate to the position, as required by the Education Liaison Team, marketing and relevant faculties.

11. To understand and comply with the University of Derby's Equal Opportunities Policy.

12. To carry out duties in a safe and proper manner to comply with responsibilities under the Health and Safety at Work Act and report any defective equipment or potential hazards to the relevant line manager.

Additional information.

Evening and weekend work will be a requirement of this role therefore flexibility in relation to hours of work is essential.

Working as an Education Liaison Mentor is flexible, and working hours will be allocated to fit around students' academic commitments. There are no guaranteed hours of work.