Lincoln College
UNIVERSITY OF OXFORD

Open Day Ambassador Roles

This summer, as part of Open Days, we are determined showcase Lincoln College as an excellent academic environment that is also friendly and open to all, irrespective of background.

We are looking for members of our JCR to act as Ambassadors, and the Open Days are on 26th and 27th June, and 20th September. You do not need to have experience; we like to have a varied group of helpers to support the event. You can apply here.

Applications should be submitted before 09:00 on Monday 19th[nd] May 2025.

Your role

- Setting-up Open Day decorations
- Touring prospective applicants and usually their families around the College
- Support the desk in the Library doors on High Street, and leading tours from there
- Support the Help and Advice desk in Front Quad to help with enquiries
- Welcoming visitors at the Front Desk
- Supporting the logistics of event delivery in the afternoon – i.e. taking groups to specific rooms

This is a really fun, busy, and important few days! Ambassadors are essential to support a smooth set of events. These events have many different elements, with many happening simultaneously. A committed, competent, and supportive team is essential to successful event delivery.

Your Commitment

Firstly you may specify, in the application form, which events you wish to be considered for:

- Summer Open Days - Weds 2 July and Thus 3 July
- Autumn Open Day - Friday 19th September

The work day will be 09:00 – 17:00 on each day, with appropriate breaks, and staggered lunch.

There will be an option for additional work on the evening of Tuesday 1 July, depending on interest.

Accommodation in College will be available (gratis) for the night before the Open Days, and until the morning after.

You will also need to attend a compulsory briefing session, which will be scheduled in 8th week for all events, which you will be paid.

Pay and Particulars

College pays the hourly Living Wage. We offer accommodation for the duration of the events, in College, this may not be your current room. We also provide meals for on the days of the Open Days themselves.

After You Apply

Decisions will be communicated to applicants by email before the end of Friday 23rd May. Please note that being selected for this role is subject to a right to work check.

Informal questions regarding the role may be directed to the Access Officer, Andrew Miller (andrew.miller@lincoln.ox.ac.uk).