

Job Description

Title: Alumni Volunteer: Guest Assistant

Reporting to: Alumni Engagement Assistant

Location: Teesside University Campus Heart (outdoors), Middlesbrough Campus, Middlesbrough

Job Purpose: To provide a warm welcome to everyone, directing guests and helping manage the flow of people around campus. A vital role in ensuring guests get the most out of their day on campus.

Specific duties and responsibilities:

- Provide a warm welcome to all graduands and guests on campus.
- Direct graduands and guests to specific areas across campus, as needed.
- Help manage the flow of people around campus, especially at certain times such as ceremony start times.
- Be a positive problem solver for those in need or with queries.

Other aspects to note:

- To act as a responsible, positive role model to all external visitors and on-campus stakeholders, inclusive of graduands, current students, staff, and young people
- Align to the University's equality and diversity values
- Align to the University health & safety policy
- Align to the University's no smoking policy

Dates of graduation staffing: 10 July 2024 to 12 July 2024 and 15 July 2024 to 18 July 2024

Times of Graduation: 8am-5pm each day (3 sessions: 8am-11am, 11am-2pm or 2pm-5pm)

[Register to volunteer for Teesside University Summer 2024 Graduation](#)