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RECTOR'S CABINET INTERNATIONAL STRATEGY OFFICE

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Call for Application ELTE International Student Ambassadors for 2024/2025

1. Who are International Student Ambassadors:

International Student Ambassadors are current international students at ELTE who contribute to increase the international visibility of the university, mainly among prospective students aiming to study abroad. As advocates of their degree programs at ELTE, they share their ELTE experience with prospective students who are interested in studying at ELTE and/or currently applying for a degree program.

International Student Ambassadors join various activities of the university: they share their views about student life at ELTE, mainly on online platforms (e.g., university website, social media, podcasts) and participate in various related online and onsite events (e.g., webinars and education fairs).

If you want to tell others how great it is to study at ELTE, you are a perfect candidate to be an ELTE International Student Ambassador in 2024/2025.

2. Why should you decide to be an ELTE International Student Ambassador:

- **The more people hear about ELTE, the more valuable your degree is:** You help prospective students with information about the university and your life as an ELTE student.
- **Expand your student network:** Build an exciting student network across the university.
- **Boost your CV with valuable experience:** Gain work experience to give your CV extra weight (e.g., media production, social media content management).
- **Develop your skills that employers appreciate:** Sharpen your communication and presentation skills, event management skills, time management and increase your confidence.
- **Trainings:** Receive trainings and coaching throughout the role.
- **Reference letter:** Receive a reference letter based on your performance.
- **Certificate:** If you actively participate in the program, you are entitled to receive a certificate at the end of the academic year 2024/2025.
- **Team building events:** We will periodically organize leisure activities for the International Student Ambassadors such as hikes, BBQ
- **You act as the face of ELTE:** You have the opportunity of being featured on university website, brochures, social media channels and on events.

Please note that this role is on a voluntary basis and not intended as a form of employment.

3. Who is eligible:

- Must be a full-time degree-seeking student enrolled at ELTE, with an active student status **until the end of the academic year 2024/2025**.
- Students at bachelor, master and doctoral levels are eligible.
- Must have **completed at least one semester** at ELTE.
- Student should be based at ELTE for the academic year 2024/2025 and not on academic exchange abroad.

Essential skills:

- **Passion for communication:** Regardless of your field of study, a strong interest in communication - both written and verbal - is crucial.
- **Language skills:** Fluency in English is essential for communication with fellow ambassadors and prospective students.
- **Good time management**
- **Friendly and approachable**

Extra qualities we would love to see:

- **Social media proficiency:** experience with creating engaging profiles, existing social media presence,
- **Soft skills:** strong interpersonal and organizational skills
- Ability to **work on own initiative**
- Good **team player**

4. Responsibilities:

Term of International Student Ambassador program 2024/2025:

Start of program: For senior Ambassadors in their second year: 2 September 2024
For new Ambassadors: 1 October 2024

Closing of program: 1 week after the last exams

Expected time commitment: 10-15 hours/month

We are mindful of student commitments and academic responsibilities, and we seek to ensure that the activities related to the program remain manageable and complement your studies.

Duties will include:

- Prepare your testimonials. We display ambassadors' profiles, contact information, and testimonials on the [university website](#). Ambassadors' testimonials are also published in printed materials, and on various online platforms.
- Answer questions about ELTE to prospective students (e.g., in emails, received on the ambassador's official ELTE email address published on the university website).
- Act as a point of contact for prospective students interested in ELTE.

- Create digital (video and/or non-video) content about your ELTE experience for social media channels Instagram, Facebook, TikTok. (Please note that for content purposes we can only use your own photos and videos.)
- Maintain an active online and social media presence.
- Instagram takeover (based on guidelines) on *@elteinternational* social media platforms.
- Write blog posts during 2024/2025.
- Participate as interviewee or actor in video production about ELTE.
- Participate as guest in [ELTE Walk podcast](#).
- Co-attend (with ELTE employees) education fairs and other online or onsite events and give presentations about your personal journey, mainly about the degree programs of ELTE. (In such cases, providing private data to the third-party organizers might be necessary.)
- Participate in the kick-off meeting and the Student Ambassadors Mid-Term Evaluation Meeting.

The exact tasks will be determined individually at the beginning of 2024/2025, depending on the needs and on the interests and competences of the participants.

Remember, you are not alone in this. Onboarding, guidance and support from International Strategy Office are always there. An experienced student ambassador also helps you as Student Content Coordinator for Social Media.

5. How to apply:

Application deadline: 5 July 2024

Please (1) fill the application form [here](#).

In the online application form you also need to submit upload a Motivation letter. Please introduce yourself and elaborate on why you want to become an International Student Ambassador of ELTE.

(2) You need to submit a self-introduction video (length: max. 60 sec) to András BUDAI, International Student Coordinator: andras.budai@rk.elte.hu

Optional **Supporting Materials**: If you have any certificates, awards, or other documents that demonstrate your qualifications, please include them.

Optional **Social Media links**: to showcase your digital communication skills and online presence, we encourage you to include links to your social media profiles or any accounts you manage in your **motivation letter**.

6. Selection criteria and selection process:

Applicants must meet the eligibility criteria and must have essential skills.

We welcome applications from students of all disciplines. Applications from diverse backgrounds and those with disabilities are encouraged to apply.

During the selection process, we aim to create the diverse **and** balanced representation of different ELTE faculties, degree programs, scholarships, nationalities, regions and cultures.

Shortlisted candidates will be invited for an interview. The selected candidates will be notified by 20 July 2024.

In February 2025, we organize a Student Ambassadors Mid-Term Evaluation Meeting. This event will serve as a platform for showcasing achievements, exchanging ideas, planning joint activities and initiatives. After this event, we also decide who keeps participating in the program.

7. Timeline:

- 12 June 2024 The Call for Applications opens
- 5 July 2024 Application deadline
- 5-19 July 2024 Interviews
- 22 July 2024 announcement of results
- September Kick-off meeting. Commitment of ambassadors discussed individually, agreement signed
- October 2024 - April 2025: training sessions to help Student Ambassadors develop their skills, knowledge and enhance their projects. Simultaneously, ambassadors will commence their promotional activities and projects.
- February 2025: Student Ambassadors Mid-Term Evaluation Meeting. This event will serve as a platform for showcasing achievements, exchanging ideas, and planning joint activities and initiatives and decide who keep participating in the program.
- June 2025: Conclusion of the programme and evaluation
- Continuation: Student ambassadors who successfully complete the programme in 2024/2025 will be encouraged to continue their involvement in the next academic year.

8. Contact

For further information, please contact:
András BUDAI, International Coordinator
International Strategy Office
andras.budai@rk.elte.hu