OU Students Association Graduation Volunteer

Overview of the Company:

OUSA Services Limited is run by the Open University Students Association who serves the interests of 200,000 part-time students spread across the UK, Europe and beyond. Our aim is to provide goods and services for students which can be of real utility and give students a sense of pride in being identified as OU students. We also aim to promote and support the Open University Students Educational Trust (OUSET); the grant-giving charity created and run by the Students Association.

Essential for role:

As a Graduation Volunteer you'll play an important role in providing a service that is greatly valued by graduating students and their guests. You'll work as part of a small team (led by a Ceremony Coordinator) on the OU Students Association merchandise stall. Your role will include promoting and selling OU branded merchandise to those in attendance.

The role of a Graduation Volunteer may only be carried out by a current OU student. A Graduation Volunteer will have access to the designated online forum and Online Graduation Training.

Supported by:

As a Volunteer, you will be supported by the Operations Team and Vice-President Community. You will also be supported during your training and after by the Volunteering Team.

Desired skills:

- Passion for the OU Students Association mission statement and objectives
- Good communication skills
- A willingness to engage with new students online and/or face to face
- Ability to work independently and as part of a wider team

What the OU Students Association expects from you in this role:

Before the ceremony:
- communicating with the Ceremony Coordinator before the ceremony and following their instructions and updates
- visiting the online training website and familiarising yourself with the processes

During the ceremony:
- Arriving in good time to meet the rest of the team and help set up the stall
- Processing payments, ensuring that the relevant paperwork is completed, monitoring sales
- Processing manual orders
- Taking regular breaks and lunch (lunch break will be allocated by the Coordinator)
- Closing down the stall
- Packing boxes
- Supporting the Ceremony Coordinator though the day

**After the ceremony**
- Completing the allocated travel claim

**General**
- To act professionally whilst in your role
- To ensure that you act in a way which reflects our commitment to Equality and Diversity
- To take note of our expectations of volunteers in the Volunteer Handbook 2017–2018

**What you can expect from the OU Students Association:**
- Support from the Association’s Operations Team, Vice-President Community and the Volunteering Team
- Access to a monthly Volunteer e-newsletter
- Access to a designated online forum
- Access to bespoke Online Graduation Training
- A Volunteer Handbook outlining all policies and support you can access
- A training day covering all aspects of the Company’s work
- Ongoing optional training as and when required
- Reasonable paid expenses
- To develop transferable skills and grow confidence in using these
- To have fun and make new friends whilst volunteering!

**Application Process:**

To apply please email ousa-volunteers@open.ac.uk

Take a look at the [OU Degree Ceremonies](#) page