OU Students Association Graduation Coordinator

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 Coordinator you'll play an important role in providing a service that is greatly valued by graduating students and their guests. You'll lead a small team of Graduation Volunteers 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 Coordinator may only be carried out by a current OU student. A Graduation Coordinator will need to be able to attend a formal face to face training session (1 day training planned in advance of the ceremony) and access the oustudents.com website and designated online forum.

Supported by:

As a Coordinator, 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:

- following recruitment; choosing the team of volunteers 6-8 weeks before the ceremony who will be helping on the day of the graduation.
- communicating with your team of volunteers in the lead up to the ceremony, making sure that they are kept fully informed and briefed regarding what is expected of them on the day
- ensuring that your team is sufficiently trained, encouraging individual volunteers to visit the online training website
- being the main point of contact for both your Open University Ceremony Coordinator and the Students Association
• attending a face to face training event in Milton Keynes

**During the ceremony**
- Team brief, ensuring that the team is settled and responsibilities are divided
- Setting up the stall
- Processing payments, ensuring that the relevant paperwork is completed, monitoring sales
- Processing manual orders
- Looking after jewellery (including end of the day reconciliation of sales)
- Managing regular team breaks, processing times and lunch
- Closing down the stall and running end of the day reports
- Packing and ensuring that the stock is collected

**After the ceremony**
- Providing feedback
- Reminding the team of volunteers to complete their travel claims
- Completing your allocated travel claim

**General**
- It is important that volunteers respect our values by helping to create a sense of community and support wherever possible. We are committed to equality, diversity and inclusion, and our volunteers should reflect this in their role with us.
- All volunteers are expected to follow the [volunteer agreement](mailto:oustudents-volunteer@open.ac.uk) given to them upon taking on a role with the Association.

**What you can expect from the OU Students Association:**
- Support from the Volunteer team and Association staff team throughout your time with us.
- We will endeavour that all roles will be of real benefit to the student community and will make a difference to all those you engage with.
- Your volunteering will be appreciated and recognised for the value it brings.
- We aim to give you all the necessary information and training that you require to complete your role. If you feel you need additional support in your role please let us know and we will be happy to help.
- You will be volunteering for a non-discriminatory organisation that strives for equality and celebrates difference.

**Application Process:**

Please complete the online application form. Alternative formats are available on request, please contact us on [oustudents-volunteer@open.ac.uk](mailto:oustudents-volunteer@open.ac.uk)

Take a look at the [OU Degree Ceremonies](http://www.oustudents.com) page

Closing date for applications: Monday 21 January 2019.