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 Graduation 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, the Volunteering Team and Vice-President Community.

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 Graduation Coordinator before the ceremony and following their instructions and updates
- visiting the online training website and familiarising yourself with the processes
- contacting the Graduation Coordinator and emailing oustudents-volunteer@open.ac.uk if you are not able to carry out your role due to unforeseen circumstances.

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 Graduation Coordinator though the day

**After the ceremony**
- Providing feedback
- 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](#) given to them upon taking on a role with the Association.

**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 polices and support you can access
- Reasonable paid expenses
- 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.
- You will be volunteering for a non-discriminatory organisation that strives for equality and celebrates difference.
- To develop transferable skills and grow confidence in using these
- To have fun and make new friends whilst volunteering!

**Application Process:**

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

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

Closing date for applications: see website for the particular location’s graduation volunteer closing date.