OU Students Association Graduation Volunteer

Overview of the Company:
OUUSA Services Limited is run by the Open University Students Association who serves the interests of 170,000 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, 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 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 polices 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:
Please apply via our online application form. If you need an alternative format please email oustudents-volunteer@open.ac.uk.