

# OBA Alumni Ambassador

## Job Description

- To promote and enhance the reputation of Saïd Business School on a local and regional level
- To assist alumni to remain connected to Saïd Business School and to serve the School more generally
- To welcome new alumni to the area and provide local knowledge
- To undertake outreach work in the local community, for example through assisting with student recruitment activity, welcoming student trekkers and meeting local incoming students

The OBA Alumni Ambassadors serve as an important role on behalf of Saïd Business School and the University of Oxford benefitting the regional alumni population, prospective students, faculty, administrators and all other external stakeholders to the School. The Alumni Relations Office expects the individual to represent the School and the University of Oxford in a professional and respectful manner and to uphold the prestige granted through their close involvement with Saïd Business School by:

1. Liaising constructively and positively with the alumni community
2. Being a positive ambassador for the School and OBA Network
3. Maintaining open dialogue between themselves and the Alumni Relations Office so all constituencies are apprised of any alumni activity in the region
4. Working collaboratively with administrators of the School regarding recruitment events and student trek interaction
5. Be a degree or diploma alumnus/a and resident in the city/region that you wish to be an Alumni Ambassador

## CODE OF CONDUCT FOR ALUMNI VOLUNTEERS

In carrying out their role, OBA Alumni Ambassadors are asked to observe this code of conduct.

It is the responsibility of each volunteer to:

1. Work considerately and respectfully with all those they come into contact with through the OBA Community and Saïd Business School.
2. Respect diversity, different roles and boundaries and avoid giving offence.
3. Support the objects and mission of Saïd Business School, championing it, actively using their skills and knowledge for the benefit of the OBA Network.
4. Declare any instance of a conflict between their personal interests and that of Saïd Business School, or the OBA Network. Failure to do so would be a serious breach of this code of conduct
5. Act within the law; abide by the policies and procedures of Saïd Business School.
6. Be accountable for their actions as an OBA volunteer. We ask that you supply us with a reference from a faculty or staff member of the School.
7. Not gain financially or materially from their involvement with Saïd Business School or the University of Oxford.
8. Act in the best interests of Saïd Business School as a whole and its present and future beneficiaries and avoiding bringing the School into disrepute.

NAME: \_\_\_\_\_ REGION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

EMAIL CONTACT ADDRESS: *(Please note this will be publicised on our website, we recommend using an oba.co.uk domain email)*

\_\_\_\_\_