**Glasgow University Students’ Representative Council**

**Campus Tour Guides**

**Role and Responsibilities**

**Background**

We are looking for committed individuals who are passionate about promoting the history of the University. You should be flexible in your availability and have good organisational skills and the ability to communicate well with people from a diversity of backgrounds. The ability to work independently is also important and good time-keeping is essential. We recognise that many students will secure alternative part time employment over the summer months. Due to its flexibility and the limited hours we can offer, other employment should not be seen as an impediment to this role.

**1. Purpose of the role**

To conduct structured tours of the University Campus to visitors, tourists and interested groups on regular scheduled days of the week, as well as pre-arranged tours for private groups and visitors as, and when, necessary.

To promote the University as both an academic institution and a varied and interesting tourist destination.

**2. Responsibilities**

Responsibilities will vary according to the demands of the service but will include some of the following:

* Conducting lively and engaging tours of the campus
* Awareness of health and safety issues
* Processing payments
* Researching additional material when required

**3. Skill, Knowledge and Experience**

* Good communicator and pleasant manner
* Ability to work alone and use your own initiative on tours

**4. Accountability and hours of work**

* Directly responsible to the Deputy Manager
* Hours of work varied, greater demand during the summer months
* £12.50 per tour

**5. Outlook and interests**

* Ideally we would prefer students who have a passion for the University and its history.
* A positive outlook on life in general.