



## Alumni Fellow Role Description

Nottingham Trent University is a successful, modern and forward-thinking institution with a long and proud history. We effect change, impacting the lives and futures of our students, their families and communities.

We produce employable graduates, and in doing so, we support our students to develop the knowledge, skills, experience, and character to play the positive role in society they choose for themselves.

Some key facts:

- One in four of our students joins us from a family with a household income of less than £15,000;
- We are in the Top 5 recruiters of students from disadvantaged backgrounds in the UK;
- We are proud to be the alma mater of nearly 200,000 graduates worldwide.

The purpose of the Alumni Fellowship Programme is to support the University and its students in delivering employability-related and other support, with an aim to enhancing the employability and improving the life chances of our students after graduation.

As an Alumni Fellow, you will be expected to provide **at least** the equivalent of two days (15 hours) service on a voluntarily basis to support students and staff by participating in a range of activities where you feel your business expertise and skills are most relevant.

We ask that you commit to the role for at least one academic year, with an option to extend your Fellowship every 12 months.

Activities include (but are not restricted to):

- Mentoring undergraduate and post graduate students;
- Providing guest lectures and supporting seminars;
- Participating in course enhancement boards and periodic course reviews;
- Employability workshops and events, e.g. application reviews, mock interviews;
- Writing articles and blogs;
- Offering placement opportunities;
- Hosting company visits and work shadowing opportunities;
- Recruitment Fair Support.

There may also be activities in addition to those listed above that you can suggest which are relevant and familiar to your own sector, business or company.

All successful applicants are expected to attend at least one Alumni Fellowship Event per academic year (exceptions may be made for those based outside the UK).

You will also be asked to contribute photographs, quotes and good news stories for publication on the University's website, in eNewsletters, in the alumni magazine (Network), and any other promotional materials, to support the expansion of the Alumni Fellowship Programme both internally and externally.

## Specification

To ensure our Alumni Fellows and our students get the most beneficial experience, and to make the most of your knowledge, we require that Alumni Fellow applicants meet the following criteria:

- Graduated at least two years ago from Nottingham Trent University;
- Hold more than two years full-time work experience.

If your application is successful, you will be required to abide by the Alumni Fellowship [Code of Conduct and Expectations](#).