



PLC – STUDENT AMBASSADOR

Practical Law Company wishes to recruit one student ambassador to represent and promote PLC services at the College of Law, Guildford, and to liaise between PLC and students there.

Interested candidates should submit their CV and covering letter by 24 September 2012 to:

Kelly Jones
PLC
19 Hatfields
London SE1 8DJ
Kelly.Jones@practicallaw.com

ROLE

To assist and support students at College of Law, Guildford, in their use of PLC. This will include:

- Helping students to use PLC resources effectively, including answering queries by email
- Distributing information about new PLC materials or services
- Collating feedback from students about PLC
- Promoting PLC as a useful tool for students

This work will provide training support in addition to PLC training delivered by College of Law staff.

The 2011-12 student ambassador at the College of Law, London Moorgate, Sarah King, would be happy to give further details, by e-mail, of what the job has entailed for her over the year. Contact: s.e.king1988@gmail.com

KEY SKILLS

Excellent communication skills
Familiarity with the PLC service (support and training will be provided)
Proficiency in Outlook and Microsoft Word

WORKING ARRANGEMENT

Maximum 5 hours per week during the period September 2012 to May 2013 inclusive.

REMUNERATION

£8 per hour (max £40 per week)