

Overview

Saïd Business School runs a portfolio of academic pre-university summer schools for 15- to 18-year-old students on a range of academic subjects including:

- Future Climate Tech Innovators
- AI and Machine Learning Pioneers
- Future Entrepreneurs

The programmes are run in partnership with different departments in the University. The departments provide subject matter experts and Oxford Saïd provides business skills expertise, as well as being responsible for the programme delivery and student experience.

Students attend from across the globe to spend two weeks on campus in Oxford learning from the University's academics and subject matter experts and experiencing a taste of what life could be like as an undergraduate student. Many of the students will have expressed an interest in applying to our University at some stage.

Programme Details

Dates and Duration:

- o 19 July to 1 August 2026 (13 nights)
- o 2 August to 15 August 2026 (13 nights)

Type: Residential, in-person

Location: Oxford – Saïd Business School and accommodation in different Colleges

Participants: 60 x 15–18-year-old old students from across the globe on each programme

The Student Ambassador Role

We are looking for enthusiastic Student Ambassadors to help us deliver these flagship summer schools in Oxford, run by Saïd Business School, University of Oxford.

You will play a key role in providing a safe, enriching, stimulating and enjoyable experience in Oxford. Your responsibilities will include ensuring student safety, accompanying students between teaching, extra-curricular and accommodation locations, delivering pre-planned events and activities under the guidance of our Programme Director and programme team as well as sharing useful insights into student and College life at our University.

This role suits confident, responsive individuals who excel at communicating with inspiring young people from around the world and working collaboratively. In turn you will be developing your leadership and team-working skills in the process.

Person Specification:

You will play a vital part in ensuring that our summer schools are a success and promoting the University as well as benefits of studying to achieve academic success.

You will be required to be resident in Oxford for the duration of each summer school.

College accommodation and meals whilst on shift will be provided free of charge.

Student Ambassadors will usually be required to work an eight-hour shift per day, either morning to afternoon or afternoon to evening.

For this role, you will be required to obtain a DBS check, which we will organise. You will also be required to attend training on safeguarding and first aid.

Key Responsibilities

1. Be an enthusiastic and professional role model to attendees on the summer schools.
2. Act as a representative of the University and Saïd Business School, showing professionalism at all times.
3. Be an effective member of a wider Student Ambassador team, by:
 - a. Communicating effectively with Lead Ambassadors, other Ambassadors, participants and College/Saïd Business School staff members
 - b. Being punctual and reliable, including turning up to shifts on time and being contactable when on shift
 - c. Following the relevant Safeguarding, Health and Safety and Compliance Policies (for which training will be given)
4. Support participants to find their way to their timetabled academic and extra-curricular sessions and providing support in these sessions as required.
5. Maintain student registers and report incidents.
6. Prepare and deliver academic support and/or extra-curricular sessions for participants, agreed by Saïd Business School staff in advance (support will be provided to create these sessions).
7. Ensure student safety during sessions and activities, addressing concerns promptly and acting as the first point of contact.
8. Any other duties as required by the Programme Directors

Essential and Desirable Criteria

Essential

- Be an undergraduate or postgraduate student at the University of Oxford.
- Be interested in working with young people.
- Able to demonstrate effective communication, leadership and team-working skills.
- Excellent organisation skills, punctuality and a flexible proactive attitude.
- Have a willingness to lead academic and/or extra-curricular activities for participants.

- Have a willingness to work shift hours, which may start as early as 08:00, or finish as late as 23:00 but will not normally exceed 8 hours within a day.
- Be able to attend compulsory training sessions prior to the summer school.
- Have a clean DBS check.

Desirable

- Have experience working with young people aged 15-18.
- Have experience working on a university summer school.
- Have experience preparing and delivering academic and/or extra-curricular sessions for young people.

Training

All ambassadors will be required to attend full health and safety, safeguarding and CMA compliance training once a successful application has been made.

Pay

£13.64 per hour for student ambassadors, £14.98 - £16.92 per hour for lead student ambassadors

Application

Please complete the [online application form](#) by 1 pm on Thursday 16 April 2026. Interviews will take place via Teams later in April 2026. Please check you are available for the programme dates.