Student Staff Job Description

Job Title:	Student Voice Assistant
Responsible to:	Student Voice Senior Coordinators and Coordinators
Outline of Post:	To work as part of the Student Voice & Representation Team to support the running of student and Officer campaigns. Assist with the administration and support of the democratic decision-making system, Guild Elections, Officer Campaigns and other Student Voice activities, as appropriate.
Hours:	Able to work up to 8 hours per week. (Hours and days will be flexible to fit around your studies)

Duties and Responsibilities:

1. Support Guild campaigns, including conducting research, planning events and other administrative duties as necessary to ensure their success.

2. To support the promotion and administration of Guild Democratic Activity, including providing support on stalls, leafleting and engaging students in All Student Votes, Forums and Elections.

3. General administrative duties such as triaging student queries in person and through email.

4. Supporting outreach and engagement ran by the Student Voice Team throughout the year.

5. To carry out other duties which naturally fall within the reasonable expectations of the role.

6. To attend and complete compulsory training as required.

Person Specification

The person specification describes the knowledge, experience & abilities that the Guild is looking for in the student staff we employ. To be successful, during the selection process (application form & interview) you should demonstrate:

- Strong customer focus with an awareness of your impact on the customer.

- Excellent communication skills - with staff but especially with students.

- Excellent attention to detail.

- Flexible, committed, reliable and punctual.

- Able to stay calm and friendly under pressure in a relatively busy environment.

- Ability to work well in a team, but also on own initiative

- Able to balance academic work with your responsibility to the Guild as your employer throughout the academic year.
- Experience in Microsoft Excel, Word, and Outlook would be advantageous.