

Student Staff Job Description

Job Title: Residence Life Assistant (Events) (Previously Hall Rep)

Responsible to: Residence Life Coordinators and Residence Life Manager

Summary of post: To ensure students living in University of Birmingham and partner residences have the best experience possible during their time in accommodation. To plan and deliver a programme of community building activity designed to engage and facilitate relationships between students in residences. To support on large-scale Residence Life events.

Hours of work: Up to 16 hours per week. During term time, you will be required to work 2 admin shifts of 2 hours, per week. There will also be opportunity for some out of term hours.

You will also be expected to be available to support the delivery of Residence Life Assistant planned events alongside supporting other large-scale events. You may be required to work evenings and occasional weekends.

There will be some weeks of the year that are particularly busy, therefore it is essential that Residence Life Assistants are flexible for shift work throughout the academic year.

Compulsory Dates: Please note that Residence Life Assistants (Events) are required to attend compulsory paid training and work on the following dates:

- 15th, 16th, 17th, 18th September 2025 – Training
- 19th, 20th, 21st September 2025– Arrivals Weekend

- Flexibility to work throughout Welcome Week – w/c 22nd September 2025

Duties and Responsibilities

1. To actively support students during the transition into university life and residences through the planning and delivery of community building events, to ensure students are having the best experience possible during their time in accommodation.
2. To plan and deliver a range of small-scale Residence Life events at a dedicated accommodation site throughout the year, with support from the Residence Life Coordinators. These events should be focused on community building, facilitating positive relationships and developing shared interest amongst students in University of Birmingham and partner residences.
3. To communicate with internal and external stakeholders to ensure the successful and consistent delivery of the Residence Life Scheme.
4. To contribute to your immediate team and the wider team, including University of Birmingham Site Staff, ensuring good communication and co-operation.
5. To help deliver a range of Welcome Week events to welcome students to the University of Birmingham.
6. To contribute to the development of the Residence Life Scheme by evaluating delivery and suggesting new ideas to engage with students.
7. To provide support to with projects and tasks as required including large scale central events.
8. To connect students to wider opportunities within the University community.
9. To ensure, as instructed by the line manager that all policies and procedures are followed correctly and inform line manager of any problems.

10. To complete administrative duties including, but not limited to, filing, photocopying, spreadsheet, and email maintenance and to carry out other duties which naturally fall within the reasonable expectations of the post.
 11. To help promote the Residence Life Schemes activity and events through various social media platforms and other promotional avenues e.g. door knocking in residences, handing out promotional material and talking to students to gain feedback.
 12. To attend team meetings and 1-2-1's, usually held monthly.
 13. To complete compulsory training as required.
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Person Specification: Residence Life Assistant (Events)

You must be able to demonstrate in your application that you have;

- Knowledge of University and partner accommodation, with an interest in student activities and an awareness of the issues involved.
- Experience of working independently
- Experience of organising and/or delivering events
- Ability to initiate contact with other students in a confident manner
- Ability to establish strong working relationships with a range of individuals
- Ability to stay calm and friendly under pressure in a busy environment
- Ability to ensure observation of service procedures, for example maintaining confidentiality.
- Good standard of IT skills and willing to learn new skills – Including Microsoft Word, Excel, email and the Internet, e.g. social media sites
- Approachable, personable, and empathetic towards students.
- Self-motivated, self-reliant and able to use own initiative to solve problems.
- Awareness of own limitations and boundaries
- Flexible and responsive to service/student needs
- Excellent spoken communication and ability to work as a team with a range of individuals.
- Non-judgemental and committed to equality of opportunity for all