

Student Staff Job Description

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| Job Title: | Student Rep Assistant |
| Responsible to: | Student Voice Senior Coordinators and Coordinators |
| Outline of Post: | To work as part of the Student Voice & Representation Team to administer the running of the Student Rep System. Through supporting Student Rep events and empowering Reps and university staff on relevant activity. As well as working on 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. General administrative duties of the Student Rep System, such as triaging queries in the Student Rep Inbox and ensuring appropriate signposting is provided.
2. To support the promotion of the Student Rep System through running stalls, leafletting and engaging students and university staff on Student Rep Elections.
3. To provide support at Student Rep events throughout the year from social events, rep forums and training events.
4. Attend University Student Staff Forums, providing updates and gathering feedback from Student Reps and University Staff as required.
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.