**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, the Student Rep System 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. To support the administration and delivery of student and Officer campaigns, including developing campaigns plans, research, planning events and other administrative duties as necessary;
2. To support the promotion and administration of Guild elections, including providing additional support, if necessary, to candidates with disabilities;
3. To provide support at Guild events, such as campaign events, candidate debates, democratic meetings and others as necessary;
4. General administrative duties such as answering emails and triaging student queries throughout the day
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.
* Experience running or participating in campaigns would be desirable