



PART TIME STUDENT STAFF

JOB DESCRIPTIONS AND GENERAL DUTIES

ACTIVITIES ASSISTANT

ABOUT THE ROLE

This role is all about getting involved in student life and helping others make the most of their time at uni. You'll be promoting sports, societies and Give it a Go activities, supporting student leaders, and making sure events and sessions run smoothly. From creating fun social media posts to welcoming students at drop-ins, no two days will be the same. It's a great chance to build your skills, meet loads of people, and make a real difference to the student community while working as part of a friendly SU team.

KEY RESPONSIBILITIES

- Help promote all Student Activities at SU including Sports, Societies and Give it a Go sessions to the student body.
- Assist with general administration whilst maintaining confidentiality, for example, processing registers, monitoring memberships and responding to emails, phone calls and other communications from students.
- Facilitate Give it a Go sessions and delivery of activities by engaging and supporting student leaders and key stakeholders.
- Support the delivery of training sessions for student leader roles in the activities area.
- Support with the recruitment, election and democratic processes related to the student activities in the SU.
- Provide a front of house service at key times of year (for example meeting students, supporting with drop ins or queries)
- Develop promotional materials, web and social media content for Student Activities.
- Comply with the Union's governance and policies.
- Undertake training and development related to the role.
- Contribute to SU activity across the team.

KNOWLEDGE AND EXPERIENCE

Current student at the University of Suffolk	Essential
Knowledge of the role of the Students' Union and the work that it undertakes at the University of Suffolk	Desirable

SKILLS

Exceptional interpersonal and communication skills (written and oral)	Essential
Appropriate levels of IT skills	Essential
Organisational and administrative skills	Essential
Self-motivated and able to work independently as well as part of a team	Essential
Understanding of student-led activities in a SU setting	Desirable
Previous work supporting volunteers in a sport, society or charity setting	Desirable

VALUES AND ETHICS

Desire to work within a democratic student-led environment	Essential
Commitment to equal opportunities	Essential
High standards of personal integrity	Essential

DISCLAIMER: This job description and person specification outlines the major duties associated with the post. It is not exhaustive, and other duties of a similar level may be required. The duties may alter due to changes in legislation, policy, or operating decisions, with training provided as necessary.