



CONTACT



su@uos.ac.uk



www.uosunion.org

ABOUT THE SU

The University of Suffolk Students' Union is a charity and membership organisation which represents and supports over 14,000 students studying at our Ipswich campus and across the UK and overseas.

We are student-led and provide a range of services and opportunities to students including representation, advice, events, sports, social activities, and training. Alongside this we also operate a social space and shop on our Ipswich campus.

The Students' Union is led by our two elected student Presidents and is overseen by our Board of Trustees, with day-to-day operations and strategic management delegated to the Chief Executive.

SU OPENING HOURS

SU Office hours are from 9:00 to 17:00 Monday to Friday. ShopSU is open from 8:30 to 16:00 Monday to Friday.

HOW TO APPLY

See the box opposite for details. Email your applications to su@uos.ac.uk

Applications close at 10am on Thurs 11 Sept, with interviews taking place on Mon 15 Sept.

Successful candidates will be asked to attend induction sessions during the week beginning Mon 15 Sept.

PART TIME STUDENT STAFF

JOB DESCRIPTION & PERSON SPECIFICATION

ABOUT THE ROLES

Our part time student staff members are currently studying at the University of Suffolk, and work with us in roles which fit around their studies. These roles play a vital part in delivering a range of services to students here. We are looking for enthusiastic people to help us provide an awesome experience for students!

KEY INFORMATION

Where will I be based?	Students' Union, Library Building, Ipswich Campus
What's the pay?	£12.21 per hour + holiday pay
How many hours will I work?	<ul style="list-style-type: none">• Varied and flexible around studies• The Activities Assistant and Digital Communications Assistant will be able to work for up to 8 hours per week in term time• The Front of House Assistant may be able to work for more than 8 hours, term time only• The Student Content Creators will be on zero hours contracts to be flexible around service needs• Actual hours for all roles will also vary depending on the time of the year, to help cover busy periods in the Students' Union
How do I apply?	<ul style="list-style-type: none">• ACTIVITIES ASSISTANT• DIGITAL COMMUNICATIONS ASSISTANT• FRONT OF HOUSE ASSISTANT <p>Read the Job Description for the role you are interested in, and send your CV (including your current course and year) and a covering letter explaining how your experience would make you right for the job.</p> <ul style="list-style-type: none">• STUDENT CONTENT CREATOR <p>Send your CV (including your current course and year), and a 15 - 30 second Instagram Reel or TikTok, or other creative product, promoting why students should join a Students' Union society at university. It should:</p> <ul style="list-style-type: none">• Be fun, authentic, and student-focused.• Highlight the benefits of societies (eg making friends, learning new skills, having fun).• Use a creative style (voiceover, text on screen, trending audio, or your own twist).