



## 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. There may be some work outside of these hours, depending on business need.

## HOW TO APPLY

See the box opposite for details. Email your applications to [su@uos.ac.uk](mailto:su@uos.ac.uk)

**Applications close at 12noon on Weds 20 May with interviews taking place online during week beginning Mon 1 June.**

# 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 a great experience for students. All roles are in-person roles, based in Ipswich, in our new building which opens in September 2026.

### KEY INFORMATION

<b>Where will I be based?</b>	Students' Union Building, Ipswich Campus
<b>What's the pay?</b>	£12.71 per hour + holiday pay
<b>How many hours will I work?</b>	<ul style="list-style-type: none"><li>• Varied and flexible around studies</li><li>• The Activities Assistant, Advice Assistant and Voice Assistant will be able to work for up to 8 hours per week in term time, depending on service need</li><li>• The Front of House Assistant may be able to work for more than 8 hours, term time only, depending on available shifts</li><li>• Actual hours for all roles will also vary depending on the time of the year, to help cover busy periods in the Students' Union</li></ul>
<b>How do I apply?</b>	<ul style="list-style-type: none"><li>• <b>ACTIVITIES ASSISTANT</b></li><li>• <b>ADVICE ASSISTANT</b></li><li>• <b>VOICE ASSISTANT</b></li><li>• <b>FRONT OF HOUSE ASSISTANT</b></li></ul> <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>