



**University of York Students' Union**  
Registered in England and Wales.  
Charity Number: 1173404 Company Number: 10688097  
Registered Office: The Student Centre, James College,  
Newton Way, Heslington, York, YO10 5DD

**E:** [enquiries@yusu.org](mailto:enquiries@yusu.org)  
**T:** 01904 32 3724  
**W:** [yusu.org](http://yusu.org)



## Job Description

**Job Title:** Student Activities Assistant

**Reporting to:** Activities Development Coordinator

**Place of Work:** The YUSU Student Centre, James College

**Hours of Work:** Up to 12 hours per week during semester time. Fixed term until the end of the 2<sup>nd</sup> semester, with an opportunity to extend the contract into the 24/25 academic year.

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## ROLE SUMMARY

The Student Activities Assistant will assist the Activities Development Coordinator and Activities Officer with the delivery of the 2023-2024 Ratification period and YUSU's Awards Season.

The role will include, but is not limited to: assisting with project development and processing documentation; liaising with student groups, members of staff, and external organisations to ensure the delivery of YUSU projects and operations.

## MAIN DUTIES AND RESPONSIBILITIES

- Assist the Activities Development Coordinator with the ratification status of societies and media groups, ensuring all relevant procedures are communicated to groups and documentation is accurate.
- Ensure all administrative records are kept up to date and timely records are produced as required to ensure an efficient, accountable service.
- Delivering the Societies Rewards programme, ensuring submissions are verified and criteria are appropriately satisfied.
- Handling day-to-day queries from Student Groups, using friendly customer service. Assisting with the delivery of the Activities Awards and York Student Media Awards (YUMAs).

## OPERATIONAL MANAGEMENT

- To work together as a team with the members of the Student Opportunities office.
- To involve and work with stakeholders from outside of YUSU when necessary.
- To use the experience you gain through this role as well as your knowledge and expertise to contribute to the development of department plans and organisational strategy.
- To work proactively and innovatively through all aspects of the project and while



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managing relationships.

- To attend 'one to one's' with the Activities Development Coordinator on a regular basis.
- To ensure that personal knowledge and skills are kept up-to-date to ensure effectiveness in meeting work objectives
- To attend mutually agreed training, development opportunities, and staff meetings.
- To perform basic office tasks to ensure the smooth running of the project.
- To undertake other relevant tasks as reasonably prescribed by the Activities Development Coordinator, and which are consistent with this level of role.

## GENERAL NOTES

- The principal roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness and professionalism.
- Staff are expected to abide by YUSU constitutions and policies.
- Staff are expected to work within, promote and uphold the student-led and democratic ethos of the Students' Union.

In this role, you will be expected to provide a high level of customer service at all times, delivering a project which is innovative and creative and within predefined project boundaries.

## Person Specification



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Requirements	Essential	Desirable
<b>QUALIFICATIONS</b>		
Studying for a degree at the University of York	*	
<b>EXPERIENCE</b>		
Experience of running student group activities		*
Experience of planning and organising events or projects	*	
Experience of working in a democratic, membership led organisation		*
<b>SKILLS</b>		
General IT skills including a working knowledge of Microsoft Office	*	
Excellent interpersonal skills- able to communicate well in a variety of ways	*	
Strong time management skills – able to meet deadlines and cope with varying workloads	*	
Ability to work well under pressure, to be flexible and adapt to changes in priorities	*	
Possess a positive attitude and proactive approach to work and ability to organise own workload	*	
Able to work as part of a team as well as under own initiative	*	
Commitment to the delivery of high standards of customer service	*	
Creative approach to promotions and communication	*	