

## JOB DESCRIPTION

<b>Title:</b>	Student Activities Administrator
<b>Division:</b>	Imperial College Union (Student Experience Directorate)
<b>Job Category:</b>	Category 3 – £11.02 per hour
<b>Responsible to:</b>	Student Activities Coordinator (Development)
<b>Campus:</b>	South Kensington based within Imperial College Union, Beit Quadrangle. Opportunity for occasional flexible working cross-campus.
<b>Relationships:</b>	Student Activities Manager, Student Activities Coordinator (Resources), Receptionist, Student Volunteers and other Union staff
<b>Purpose of the Post:</b>	The Student Activities Administrator will be required to carry out administrative tasks relating to the running of the Student Activities department. This includes responding to student queries via email, data entry and representing the Union at events and fairs.

## Responsibilities and Duties

- To process documentation relating to Clubs, Societies & Projects (CSPs) and other student groups using the established systems (eActivities, Microsoft Office 365).
- To provide administrative support for events, training workshops and fairs which the Student Activities team coordinate and deliver.
- To process requests for life and associate membership cards using the established systems.
- To provide administrative support for the booking, maintenance and operation of the Union's minibuses.
- To provide administrative support for CSP room bookings.
- To work with relevant student volunteers, Officer Trustees and Union staff to deliver the Union's strategic aims and objectives.
- To work in line with the Union's Health and Safety Policy and ensure appropriate Health and Safety legislation is adhered to.
- To work in line with the Union's Values, Constitution, policies and procedures and all relevant College policies.
- To attend meetings as required
- To undertake any other duties appropriate for the job category and nature of the post that may from time to time be reasonably required.
- To have a flexible approach to duties and work and adopt a team style with departments and activities across the Union.
- To be flexible in the times of your working hours within the agreed shift pattern.

## **Training and Professional Development**

Imperial College Union considers regular and on-going training as essential to job satisfaction and career development. It is expected that the post-holder will be offered the opportunity to participate in training that is relevant to their duties and the post-holder will be expected to undertake such training as may be reasonably practicable.

## **Notes**

*To observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety, Imperial Expectations, Information Technology, Private Engagements and Register of Interests, and Smoking.*

*To undertake specific safety responsibilities relevant to individual roles, as set out on the College Website [Health and Safety Structure and Responsibilities page](http://www3.imperial.ac.uk/safety/policies/organisationandarrangements) (<http://www3.imperial.ac.uk/safety/policies/organisationandarrangements>).*

**Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to adhere to the principles set out in its Equal Opportunities in Employment Policy, Promoting Race Equality Policy and all other relevant guidance/practice frameworks.**