**IMPERIAL COLLEGE LONDON**

**JOB DESCRIPTION**

**Job Title:** Student Activities Assistant

**Department:** Imperial College Union (Student Experience & Services)

**Grade:** Casual

**Responsible to:** Student Activities Manager – Student Activities Coordinator – Student Activities Administrator

**Internal Liaison: Students’ Union**

Sports Partnership Administrator, Events Coordinator, Student Activities Coordinator, Student Activities Administrator, Student Volunteers, Receptionists

**Purpose of the Post:**

The Student Experience & Services provides and supports student activities, along with commercial outlets for the Union’s members. Staff members in this area provide training, development and accreditation activities; student volunteering; logistical support, including the provision of a fleet of minibuses, for the Student Activities programme; administration of our participation in the BUCS sporting framework; administration of over 340 Clubs, Societies & Projects; support for Health & Safety and coordinate the licensed trade and retail outlets at our campuses.

The post-holder will assist in the smooth operation of the student activities programme, carrying out a variety of administrative tasks including answering student queries, data entry and assisting the Student Activities Administrators in coordinating the Union’s fleet of minibuses and room bookings system.

The post-holder will need to demonstrate experience in carrying out administrative tasks, familiarity with Union systems and structure or other relevant experience.

**Key Duties and Responsibilities**

1. To process documentation relating to Clubs, Societies & Projects and other student groups using the established systems.
2. Carry out administrative tasks in connection to events and training which the student activities team are delivering.
3. Process requests for life and associate membership cards using the established systems.
4. Assist the processing of bookings for the Union’s minibuses and administer making the subsequent charges for usage.
5. Assist with the organisation of the room bookings service for student groups, ensuring the appropriate procedures are maintained.
6. To work with relevant student officers and Union staff to deliver the Union’s strategic aims for student activities.
7. To ensure that the Union’s Health and Safety Policy and appropriate Health and Safety legislation is adhered to at all times.
8. To abide by the Union’s Constitution, Policies and procedures and all relevant College policies and regulations at all times
9. To undertake other tasks and responsibilities compatible with the level and nature of the post as required by the Student Activities Manager.
10. Have a flexible approach to duties and work and, in particular, adopt a team style with departments and activities across the Union.

**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 his/her duties and the post-holder will be expected to undertake such training as may be reasonably practicable.

**Notes**

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

PP/AC – Oct 2016