



**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  
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## 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 Semester 2 of the 2024/25 year.

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## ROLE SUMMARY

The Student Activities Assistant will assist the Activities Development Coordinator, Activities Officer and Events Coordinator with the administration of Societies and Student Media Groups at the University of York Students' Union (York SU).

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.
- Assisting the Activities Development Coordinator with updating any documentation necessary for Societies and Media Groups on the [Student Resource Hub](#).
- Assisting the Events Coordinator with booking York SU venues for student group activity, and supporting student groups with the delivery of events.
- Ensure all administrative records are kept up to date and timely records are produced as required to ensure an efficient, accountable service.
- Monitoring submissions during submission periods for Societies and Media Groups as part of the Student Group Rewards Scheme.
- Handling day-to-day queries from Student Groups, using friendly customer service.
- Assisting with the delivery of the York SU Awards Season (Activities Awards, Student Media Awards and Love York Awards) towards the end of the year.

## 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



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strategy.

- To work proactively and innovatively through all aspects of the project and while 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	*	

Updated May 2024 LF