

## Student Researcher - JOB DESCRIPTION

<b>Job Title:</b>	Student Researcher (two positions available)
<b>Reporting to:</b>	Research and Insight Development Coordinator
<b>Place of Work:</b>	Student Centre - University of York Students Union/ Hybrid working
<b>Hours of Work:</b>	10 hours per week during Semester time (0 hours during the vacation periods)
<b>Duration of Position:</b>	October 2025 to start of June 2026
<b>Salary Scale Point:</b>	£12.60 per hour
<b>Key Relationships:</b>	Student Voice & Insight Manager, Student Voice Team, Digital Team, Data Analysts, Community Organisers, Sabbatical Officers

### Job Overview

We are looking for **two Student Researchers** (part-time student roles) to join the Student Voice Team. Whilst you will be based in Student Voice, you will be working with staff members and teams across the Students' Union.

As a Student Researcher, you will be designing and delivering research projects for the Students' Union, which sit within our organisational priorities and values. As part of delivering these projects, you will be undertaking data collection through a variety of methods (including social listening), analysing and presenting data, writing reports, and identifying recommendations. You will also evaluate the success and effectiveness of different research methodologies.

You will support our Sabbatical Officers, providing them with relevant insight for their campaigns and guidance/support around data gathering and write-up. You will work alongside the Research and Insight Development Coordinator to ensure insight is being passed onto relevant staff and addressing any organisational gaps in this area.

As this is a fast-growing area at York SU, this academic year we are wanting to trial new ways of capturing data. You will also have the opportunity to work directly on these exciting new projects, supporting the design and delivery of them.

The post holder/s will be knowledgeable of General Data Protection Regulations (GDPR UK) and will also pay particular attention to the confidentiality and sensitivity of student data when conducting research.

These roles are a perfect opportunity for someone who is interested in research and insight to develop their skills further within the Students' Union, which is experiencing an exciting period of transformation.

Please note that these roles are only open to current University of York students. Our student roles are flexible to offer students the opportunity to work around their studies.

### **Key Responsibilities**

- Support teams from across the Student Union with research projects - you may be working on multiple projects at the same time. You will:
  - Adhere to completing projects by fixed deadlines.
  - Collect data through different methods - these may include designing and distributing surveys, conducting focus groups/interviews, and collating secondary data.
  - Utilise social listening skills to identify key areas of priority and concern for different groups of students.
  - Abide by general data protection regulations UK (GDPR UK) regulations at all times when carrying out data collection.
  - Ensure any data and insight you have gathered is accurate and credible.
  - Carry out initial data visualisation and analysis (coordinating with our Data Analysts) to interpret its meaning/how it links to research priorities/aims.
  - Compile your findings into written reports, and support teams to make creative and evidence-based strategies/recommendations for student engagement.
  - Present your findings to relevant stakeholders across the organisation.
  - Evaluate the successes and effectiveness of different research methods.
- Provide Sabbatical Officers (and other student leaders where necessary) with relevant insight and updates from York SU events and local/national reports, and guidance around data collection and write-up.
- Support the Community Organisers with:
  - Compiling updates for the Sabbatical Officers, outlining how data and insight aligns with their set priorities and campaign work.
  - Providing them with relevant updates from York SU events and local/national reports, which link to their priorities.
- Work with the Research and Insight Development Coordinator to:
  - Ensure insight is being disseminated efficiently across the organisation (addressing data gaps)
  - Check cross-organisational understanding of research and if there are any gaps in knowledge/awareness.
  - Monitor organisational research to ensure there is no cross-duplication happening.
  - Support with the design and delivery of new data-collection initiatives and the evaluation of their effectiveness.

## **General Duties**

- You may be required to support general administration relating to student voice and democratic activity.
- You may be required to help with key Student Voice projects and events throughout the year as required, which may include Elections, delivering Cost of Living initiatives, and Award Ceremonies.
- To support the directorate in any additional duties as deemed appropriate.
- To attend mutually agreed training, development opportunities, and staff meetings.
- To attend regular 'one to one's' with the Research and Insight Development Coordinator.

## **York SU's Values and Behaviour**

To work with us, we expect our staff to uphold our core values and behaviours. These are:

### **Ambition**

*We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.*

### **Innovation**

*We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.*

### **Social Conscience**

*We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.*

### **Authenticity**

*We are authentic and honest - building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.*

### **Partnership**

*We recognise we can't work alone - we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect what already exists, build on common ground and focus on what unites us rather than divides us.*

## 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 required to have a Personal Development Plan and to participate in training, meetings or conferences considered relevant to their job.
- Staff must carry out their duties with full regard to the rules, procedures and conditions of service contained in the Staff Handbook, constitution and policies.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Welcome events and Welcome Fair, Student Balls and any other key events, including elections if necessary.
- All staff are expected to champion an organisational culture which is inclusive and values and celebrates diversity, where students feel empowered to shape their Union
- Staff are expected to portray a positive image of the Students' Union, both internally and externally, by displaying integrity, punctuality, politeness and professionalism.
- To uphold York SU's environmental and sustainability aims, ensuring good practice is met.
- To work within, promote and uphold the student-led and democratic ethos of the Students' Union.

## PERSONAL SPECIFICATION

Requirements	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
Current student (this includes foundation year/apprentice, undergraduate and postgraduate students) at the University of York	x	
Knowledge of research methods, data collection, visualisation and analysis techniques/tools.	x	
Experience of creating charts and graphs to visualise information/data (such as Google Sheets or an equivalent program)	x	
Experience of writing written reports/summary reports for an audience	x	
Experience of conducting own research		x

Experience using data collection tools (such as Google Forms, Survey Monkey)		x
Experience using quantitative and qualitative data analysis tools to interpret information (such as SPSS, NVivo)		x
Experience using data visualisation tools (such as Superset, PowerBI, Tableau)		x
<b>Knowledge &amp; Skills</b>		
Excellent written and communication skills; able to communicate with a wide range of stakeholders across York SU	x	
Excellent knowledge of Google Docs, Presentation, Sheets (or Microsoft equivalents)	x	
Good working understanding of GDPR, confidentiality and ethical considerations around data and insight	x	
Ability to work independently and with others on projects	x	
Ability to work on multiple projects at the same time and meet deadlines	x	
Good working knowledge of data administration and data organisation skills		x
An understanding of the key issues affecting students at the University of York and across the HE sector		x
<b>Personal Attributes</b>		
Work well and engage with a wide variety of people from diverse backgrounds	x	
Ability to deal with sensitive issues with compassion	x	
Self-motivated to continuously improve in role and expand skills around insight gathering/research	x	
Attention to detail and accuracy, identifying and addressing gaps in research at York SU	x	
Confidence to seek help when needed	x	



*Date Updated (& Initials): August 2025 GS*