

It is important to note that this job description is a guide to the work you will be required to undertake. It may be changed from time to time to meet the needs of the service. It does not form part of your contract of employment

Job Description for the Post of:

**Student Assistant
EHA003-1114**

Fixed term contract for one academic year from 14.09.15 to 26.06.16

Responsible to - Residential Hall Managers
Accommodation Operations Manager
Head of Accommodation Services
Director of Student Services

The institution currently employs a team of student assistants whose primary function is two-fold: to provide advice and support to resident students at Hall level, and to monitor behaviour in relation to the Student Code of Behaviour, notifying breaches of the Code of Behaviour to the Resident Hall Managers. The post is challenging and demanding and requires a high degree of energy and commitment from successful candidates.

As a Student Assistant you must be resident on-campus and available to carry out hall duties from Monday to Friday 6.00pm to 8.45am as reasonably required. There is also a requirement to carry out Student Assistant duties during the weekend from Friday 6.00pm to Monday 8.45am. In addition you are required to carry out regular hall meetings and attend regular Student Assistant team meetings. Payment is based on you carrying out SA duties for 41 weeks. An agreement will be made in advance on the average annual hours worked, based on the daily average hours agreement.

Please note that in view of the responsibilities involved, your application must be supported by an academic reference from one of your University Tutors.

Duties of the post:

1. to be resident on campus and available to support resident students throughout the term, particularly in the evenings and at weekends.

2. to report any incidents of disruptive behaviour to the Resident Hall Managers.
3. to maintain regular contact with your RHMs, and with the Duty RHM at weekends.
4. to provide advice, support and information to students resident in your hall.
5. in instances where you are unable to help, to refer the student(s) to your RHMs or the relevant learning or service area of the Institution.
6. to liaise effectively with the Accommodation Team on any accommodation issues, and to inform the Accommodation Team promptly when students leave residence or are absent for long periods.
7. to attend weekly meetings with your RHM and at other times as requested.
8. to attend meetings with the Head of Accommodation Services and the Accommodation Operations Manager as required.
9. to report damage and chase up outstanding repairs with Facilities Management Department.
10. to organise fire practices and Health and Safety Inspections in your hall, in conjunction with the Hall Support Team.
11. to attend termly meetings with Campus Services staff.
12. to attend any training organised by the Institution to support you in your role as Student Assistant.
13. to be involved in the Student Induction Process at the beginning of the Academic Year.
14. to hold hall meetings as required.
15. to attend any meetings on residential issues and carry out duties as requested by the RHMs, Head of Accommodation Services or Director of Student Services.
16. to contribute to all students' awareness of the Institution's regulations and policies, including the Equality and Diversity Policy, Harassment Policy, Student Code of Behaviour, Health & Safety advice, Residential Licence Agreement, and to liaise with appropriate staff as necessary.
17. such other duties as deemed necessary by the Director of Student Services or Head of Accommodation Services.

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment. Please note that flexibility is an important part of any post at Edge Hill University and therefore a requirement of any post holder. In order to meet the needs of the service flexibility is essential.

In addition to the above duties, all SA's are required to:

- a) respect confidentiality. Confidential information should be kept in confidence and not released to unauthorised persons.
- b) comply with legislation and adhere to University policies and procedures and attend appropriate training as required, including Health and Safety matters.
- c) participate in work-related training and student assistant development.
- d) Comply with the Student Code of Behaviour.

Duration:

One academic year fixed contract only

Salary: Grade 1, points 2 – 6
£7.56 - £8.36 per hour
(paid for the number of agreed average hours worked)

Candidates should note that they will be shortlisted based on the receipt of satisfactory academic references and the information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Student Assistant EHA003-1114

Fixed term contract for one academic year from 14.09.15 to 26.06.16

Applicants should provide evidence of their ability to meet the following essential criteria:

Criteria	Essential	Desirable
Senior student of the Institution	*	
Good organisational and communication skills	*	
Ability to work on your own initiative and under pressure	*	
Understanding of confidentiality	*	
Good listening skills	*	
Good time management skills	*	
Ability to work as part of a team	*	
Commitment to Equal Opportunities and an understanding of the needs of a diverse student body	*	
Knowledge of student support services	*	
Knowledge of the Student Code of Behaviour and Disciplinary Procedures	*	