

MATURE AND PART-TIME STUDENTS' OFFICER 2014-2015

PART-TIME, VOLUNTARY ROLE

AIM:

To represent mature and part-time students at LSE

KEY RESPONSIBILITIES

What you will be doing

- Represent mature and part-time students at LSE
- Be an active member of the Student Executive Committee
- Ensure student views are being heard and acted upon at all levels of LSE
- Direct the creative and strategic direction of LSESU activity
- Work with the School for change on issues that LSE students care about

How you will do it

- Regularly communicate via online channels and face-to-face with all students
- Work closely with the Sabbatical Officers and other members of the Executive Team
- Develop and sustain a good working relationship with School staff
- Attend Student Executive meetings and other LSESU and LSE meetings

BENEFITS

- Help shape the future of LSE and LSESU
- Improve support and advice for students
- Develop your communication, organisation, event planning, teamwork and leadership skills
- Access to additional, tailored training sessions
- Gain experience working in the third sector
- Access to a huge amount of advice and support
- A great title on your CV
- Opportunities to meet other students

TRAINING AND SUPPORT

LSESU staff and Sabbatical Officers will support you in your role and you will also receive:

- Welcome Booklet
- Introductory training
- 1:1s with Engagement Coordinator to determine your priorities and training requirements
- Regular 1:1s, office space and support via email and phone
- Opportunity to attend further internal and external training

USEFUL CHARACTERISTICS

- Be a mature and/or part-time student
- Previous member of a committee or involved with a club or society
- Passionate about making LSE better

PAY AND CONDITIONS

- Voluntary role, reasonable expenses will be paid
- You will be required to attend training
- Apart from various pre-arranged meetings it will be up to you to decide what needs to be done and when you will do it
- The role is flexible to fit around your other commitments

ANY FURTHER QUESTIONS

- Please email Laura Burley on L.A.Burley@lse.ac.uk
- Drop into the Activities Resource Centre in the Saw Swee Hock Student Centre between 10am and 6pm, Monday to Friday
- Come along to a 'Thinking Of Standing?' session or a candidate information session (visit www.lsesu.com/whatson for more details)

HOW TO NOMINATE YOURSELF

- Online at www.lsesu.com/elections
- Nominations open:
10am, Monday 13th October
- Nominations close:
5pm, Monday 20th October
- Voting: between 10am, Wednesday 29th October and 7pm, Thursday 30th October