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**Activities Resource Centre Assistants (Student Staff)**

We are currently looking for enthusiastic students to join our student staff team in the Activities Resource Centre (ARC). LSE Students’ Union has the largest offering of student activities (clubs, societies and the media group) in London and one of the largest in the country that shapes and impacts on everyone’s experience of LSE.

Do you have good organisational and administrative skills? Want to earn some money while you study? If that’s you then please follow the application process below.

**What will you be doing?**

You will support the LSESU Activities Team in the administration and organisation of student activities (clubs, societies and the media group) at LSE.

You will also be the first point of contact for club, society and media group committees and their members when they come into the ARC.

**Time commitment**

You will be employed on a zero hour contract to ensure flexible working hours during term time depending upon ARC workload and your ability. Last year this worked out at a minimum of 5 hours of work a week during both Michaelmas and Lent terms with the option of further hours during the Summer term subject to availability. There is an expectation that you will be available to work Welcome Week, commencing Monday 21st September.

**Benefits**

£9.15 per hour (London Living Wage)

Free access to all Active LifeStylE activities

Priority access to the LSESU Employability & Development programme

Enhance your CV

Gain practical work experience

**Useful experience and attributes**

Interest or involvement in student activities

Good organisation skills

Experience of Microsoft Office applications

**Want to apply?**

Please email your completed Student Staff Application Form and Equal Opportunities Form to su.jobs@lse.ac.uk.

Before you submit your application, we recommend you check out the different activities on offer via [www.lsesu.com](http://www.lsesu.com).

If you wish to informally discuss the role, please get in touch with the Student Activities Coordinator, Ciara Younge (c.younge@lse.ac.uk), for more information or to arrange a chat.

**Closing date:** 9am on Monday 22nd June

**Interview dates:** 26th and 29th June

**Start date:** week commencing Monday 14th September