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

**JOB DESCRIPTION**

**Accountable to:** Student Activities Coordinator

**Hours:** Variable shift pattern (zero hours contract\*) depending upon ARC workload and student staff ability (this worked out on average of 5 hours a week last year during term time)

**Pay:** £9.15 per hour (London Living Wage)

**Location:** You will be based at the Activities Resource Centre (ARC), 1st Floor of the Saw Swee Hock Student Centre (WC2A 2AP)

**Job Purpose:** To support the LSESU Activities Team in the administration and organisation of student activities (clubs, societies and the media group) at LSE

**Key Responsibilities:**

* First point of contact for club, society and media group committees and their members on the ARC Information Desk e.g. monitoring e-mails and responding to enquiries
* Coordinate the bookings of equipment and facilities for student activity groups and their members
* Performing administrative duties e.g. cash handling, financial paperwork, setting up online ticket/product sales, etc.
* Administer the ARC social media platforms and basic activities communication work
* Basic event management e.g. setting up room and projectors, guest list management, etc.
* Ensure the appearance of the ARC Information Desk is maintained to a high standard at all times
* Various other ad hoc tasks as and when required by the Student Activities Team

**PERSON SPECIFICATION**

* Friendly and helpful manner
* Proficient in Microsoft Office
* Proficient in various social media platforms
* Good organisational skills
* Enjoy working with students

\* If you are successful you will be guaranteed shifts during term time, but the zero hour contract is being used to ensure flexible working time for students