

**Advice Assistants**

**Accountable to:** Student Adviser

**Hours:** Average of 2-4 hours per week between the 4th May and 26th June 2015

**Salary:** £9.15 per hour

**Location:** Varied however will be limited to the LSE campus

**Job Purpose**

The purpose of the role is to proactively provide support to fellow students by distributing information and promoting the SU Advice Service. The aim of the role is to increase the number of enquiries to the Advice Service, inform students of key School processes and to address potential issues before they arise.

**Responsibilities**

* Distribution of information, such as exam guides and housing contract checklists
* Promotion of the SU Advice Service by informing students of its role and how to access it
* Provision of peer led sexual health support, for example distributing condoms and encouraging students to get tested for STIs
* Engaging students in conversations about support and feeding back any suggestions/concerns to the Advice Service

**Job Specification**

* You will be able to engage your peers in topics that they may not necessarily have considered before, such exam processes
* You will be able to deal with sensitive issues in a professional, empathetic manner
* You will have a good knowledge of confidentiality and experience of acting in a supportive role
* You will have the ability to work independently to reach targets