



<b>Engagement Assistant (Student Staff)</b>			
<b>CRITERIA</b>	<b>Requirement</b>	<b>Application</b>	<b>Interview</b>
<b>QUALIFICATIONS</b>			
Must be a current LSE student	Essential	√	
<b>EXPERIENCE</b>			
IT competent with a working understanding of Microsoft Office.	Essential	√	√
Administration experience, including maintaining filing systems.	Essential	√	√
Experience in one or more of the following: campaigns, project planning or events.	Essential	√	√
Experience of quantitative and qualitative research	Essential	√	√
<b>ATTRIBUTES AND SKILLS</b>			
The ability to work effectively in a team.	Essential	√	√
Self-starter with 'can do' attitude.	Essential		√
An eye for detail plus the ability to produce accurate work when under pressure.	Essential	√	√
Calm disposition especially under pressure.	Essential		√
Ability to create and maintain strong working relationships.	Essential		√
Excellent communication skills (written and oral) and the ability to explain detailed information to others.	Essential	√	√
<b>VALUES AND ETHICS</b>			
Desire to work within a democratic, student-led environment.	Essential		√
Understanding and commitment to equal opportunities and confidentiality	Essential		√
Desire to work within an organisation servicing a culturally diverse membership.	Essential		√
Demonstrably high standards of personal integrity.	Essential		√