



Activities Resource Centre Engagement Assistants (Student Staff)

JOB DESCRIPTION

Accountable to: Engagement Coordinator

Hours: Variable shift pattern (zero hours contract*) depending upon ARC workload, but there will be a maximum of 6 hours per week

Pay: £9.40 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 Engagement Team in the administration and organisation of engagement events and programmes at LSE Students' Union

Key Responsibilities:

- Coordinate the bookings of equipment and facilities for student activity groups and their members
- Performing administrative duties e.g. financial paperwork, setting up online ticket sales, etc.
- Administer the What's On section of the website for engagement events
- Administering engagement event data
- Basic event management e.g. setting up room and projectors, guest list management, etc.
- Various other ad hoc tasks as and when required by the Engagement Team
- Monitoring and updating online systems and forms

PERSON SPECIFICATION

- Friendly and helpful manner
- Proficient in Microsoft Office
- Proficient in various social media platforms
- Good organisational skills
- Enjoy working with students
- An interest in and commitment to engaging underrepresented groups
- Commitment to equality and diversity

* 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