



# Student Engagement Assistant

## (Events & Activities)

<b>Roles available:</b>	1
<b>Hours per week:</b>	8hrs
<b>Contract type:</b>	Term-Time
<b>Hours:</b>	Flexible around timetable
<b>Location:</b>	On campus

### About the role

We are looking for a pro-active & enthusiastic person to join our team and help us engage with students face-to-face on campus. We're looking for an organised people person who can help get our many events & activities organised and pitched just right for students, If you consider yourself an outgoing person who likes to organise events and want to help students feel part of their college community, then this could be the job for you.

### Responsibilities include:

- Working with EC Students' Association staff and Full-Time officers to organise, promote, and deliver a range of events and activities on-campus for students
- Developing registration forms, promotional materials, and other relevant digital and hard copy materials for each event or activity
- Helping to set-up, display, and staff stalls or rooms for events, speaking directly to students about our services and activities
- Supporting student Clubs and Societies to book rooms, source facilities, and coordinate their membership
- Gathering feedback from students and using it to help shape future events and activities
- Supporting the development of safe, online spaces for students with particular interests or experiences to organise and meet other students
- Covering incoming student enquiries on a range of channels (including phone, e-mail, LiveChat, and social media channels) and recording feedback from students to identify areas of need
- Staffing offices and dealing with general in-person student enquiries as and where required

Training and one-to-one supervision & support will be provided for the role. The role will work alongside our other Student Engagement Assistant, who be focussed on developing digital content for our social media channels and website, as well as a range of full-time staff.



**Powered by students. Driven by values. Committed to better.**

Edinburgh College Students' Association is a charity registered in Scotland (SC028544)