

ACADEMIC SOCIETIES ASSISTANT

Job Title	Academic Societies Assistant - Student Staff Role
Salary Range	£12.60 per hour
Hours of work	8 hours per week (term time only)
Reporting to	Student Group Projects Specialist through to Student Groups Function Manager
Responsible for	N/A
Purpose of the Post	The Academic Societies Assistant will support the development, sustainability and success of Academic Societies. Working within the Student Groups Team, the postholder will act as the primary liaison between Academic Societies, the University and UPSU, providing high-quality advice, guidance and administrative support to develop our Academic Societies provision.

ROLE-SPECIFIC DUTIES

- **Support with the management of the groups@upsu.net inbox** - Respond to emails in a timely manner, providing a high level of customer service to student groups.
- **Provide support to students** during office hours, answering general queries in-person and over the phone, signposting to relevant members of staff and ensuring effective minute taking during meetings.
- **Support the creation of new Academic Societies** - Proactively identify opportunities and engage with students to establish new Academic Societies, guiding them through the registration and onboarding process.
- **Support the development of Academic Societies** - Work with committee members and University staff to increase membership, develop meaningful external partnerships, organise engaging activities and events, and build successful, sustainable societies.
- **Support the sustainability of Academic Societies** - Ensure the long-term sustainability of Academic Societies by coordinating AGM elections and committee recruitment, supporting effective handovers, and collaborating with University staff to identify, engage and encourage students to take on committee positions.
- **Support Academic Societies with the planning and delivery of events** - Provide advice and guidance, working alongside the Events Team to ensure event management procedures and health and safety requirements are met.
- **Collect feedback and capture the impact of Academic Societies** - Gather feedback, monitor engagement and capture impact data to evaluate our Academic Society provision, implementing improvements based on feedback, and closing the feedback loop by communicating actions and outcomes to students and stakeholders.
- **Build and maintain positive relationships with University colleagues** - Work collaboratively with academic staff to identify opportunities for new Academic Societies and support the co-creation of academic society events and initiatives.
- **Provide day-to-day administrative support to the Groups Team** - Follow processes including room bookings, AGMs (student group committee elections), handovers, reimbursements, and transport booking, maintaining key documentation to a high standard.
- **Assist in coordinating and facilitating relevant training opportunities** in collaboration with the Groups Team, ensuring society committee members have the skills and knowledge required to run their groups successfully.
- **Support the wider Student Opportunities Team** - Work collaboratively with colleagues across the Student Opportunities Team, providing support for projects and events as required.
- **Support Union wide events** - To be on the ground support at key UPSU events such as but not limited to Open Days, Elections, Varsity and Stressless.

GENERAL DUTIES

- At all times staff are required to work collaboratively with colleagues and elected student representatives across the Union.
- All staff are individually and collectively responsible for understanding and complying with all statutory legislation and the Union's policies and procedures.
- All staff are individually and collectively responsible for working to the Union's values.
- To ensure that stakeholders' expectations are exceeded whenever possible staff will be required to support the gaining of and acting on feedback as part of day to day activity.
- The nature of the post will, at times, require additional commitment for other Union Wide events and projects.
- All student staff are reminded that any hours/shifts offered to them are not compulsory. Student staff are able to reject an offer of work if they are unable to complete it.

SKILLS REQUIRED

Technical Skills	A competent user of IT, particularly Microsoft Office suite and Google Drive
	Knowledge of event equipment would be an advantage, but it is optional.
Communication Skills	Evidence of commitment to strong customer service standards
	Highly motivated, energetic and enthusiastic
	Excellent verbal and written communication skills, with the ability to relate to people at all levels
	Confident in being able to defuse potentially challenging situations
Organisation Skills & Work Ethic	Outstanding organisation skills, including excellent attention to detail
	A flexible and adaptable approach to work
	A commitment to working in a fast-paced environment
	A passion for academic societies

I _____ (print name), by signing below, agree with the above Job Description.

Signed: _____ **Date:** _____