

Student Life Associate REQ240968

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

About Student Services

Student Services encompasses a wide range of the support and skills development opportunities available for students and graduates at Loughborough. This includes Careers Advice, Student and Graduate Enterprise, Wellbeing Support, Student Advice and Guidance, Academic Language Support, the Wardens Service and Security. In total the department employs around 180 staff. Student Services and the Careers Network is at the heart of enabling the University's strategic ambition to provide all students with a life-shaping student experience and the support required to maximise their graduate outcomes.

Job Description

Job Grade:

Administrative Services Grade 4

Job Purpose

To support the delivery of key student life programmes (as part of a new hall community programme) designed to significantly contribute to an enhanced student experience.

Job Duties

- To work with the Student Life Co-ordinator and the wider student life team to support the delivery of the hall community programme.
- To work with and support key stakeholders in the organisation to ensure a smooth delivery of the hall based welcome week at Loughborough.
- To support with purchasing and finance-based requests from Hall Committees and Hall Wardens.
- To work with key stakeholders in helping support the delivery of a hall community fund.
- To support the activity of the Student Life Team in developing resources, information and website content which supports staff and students in planning of the Welcome Period.
- To support the running of the Welcome Week Working Group.
- To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To ensure compliance with relevant University policies and procedures, with a particular focus on financial processes and compliance.
- To undertake any training and development deemed appropriate for the position by the line manager.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Student Life Co-ordinator.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Previous relevant experience of working in a busy office environment.	1,3
	Experience within an educational environment.	1,3
	Experience of working on projects to help deliver successful outcomes.	1,3
	Experience of working individually and as part of a team.	1,3
	Experience of arranging meetings.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Able to plan, prioritise and work independently with appropriate supervision.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to maintain confidentiality.	1,3
	Able to work on sensitive and difficult topics effectively.	1, 3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3
	Enthusiasm and passion for improving the student experience.	3
	Training	Demonstrate evidence of having undertaken further training.
	Adopt new procedures as and when required.	1,3
Qualifications	A-level education or equivalent.	1
	GCSE Grade C or equivalent in English and Mathematics.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems eg LUSI, LEARN.	1,3
	Understanding and knowledge of relevant legislation eg Equality Act, Data Protection Act, Freedom of Information etc.	1,3

Conditions of Service

The position is Full-Time and Open Ended. Salary will be on Administrative Services Grade 4 (£24,600- £ 28,081 per annum), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>