

SELLL Student Leader: Events Work Role Description

We are looking to recruit energetic and ambitious students from the school to help on a range of student-focused tasks across the year. If you join the programme, you'd be asked to help with the following kinds of work, paid for your time and have your expenses covered:

- Induction week assistance for the School office
 - Direct new stage 1 students to personal tutor meetings
 - Help set up catering and information stalls
 - Registering attendees at events
 - General administrative support, including preparing posters and organising tickets
- Recruitment events
 - **Open Days:** These run in June and September for prospective students who are considering applying to study at Newcastle University.
 - **Offer Holder Days:** These run in February and March for prospective students who have an offer to study with us.
 - During these recruitment events, we will ask student leaders to:
 1. Greet and register attendees
 2. Participate in student Q&A panels
 3. Leading tours of the Percy Building
 4. Informally chatting with visitors and answering questions
 5. Assist with setting up the event and tidying away
- Ad-hoc events or tasks may also be offered throughout the year.

We would expect our student leaders to be:

- A team player
- Reliable
- Approachable
- Professional

We would also expect our student leaders to show:

- Initiative
- Enthusiasm
- Respect

Of course, there'd be no expectation that you worked on every single event, and we'd always be working to find ways to fit this around your studies.

Student Leaders will receive opportunities to work via email communication and is generally allocated on a first come first served basis.

Pay: £12:43 an hour