



## **JOB TITLE**

Campus Officer - 2018/2019

## **TERMS**

Paid for 7 hours' work per week during term time – the role can be job-shared between two students.

## **MAIN PURPOSE AND SCOPE OF THE JOB**

- ❖ To represent the views of SRUC students on your campus to the SRUC Executive Committee, to SRUC staff and to other relevant groups and committees as required.
- ❖ To promote the activities of SRUCSA on your campus and to encourage participation in student engagement activities.

## **POSITION IN ORGANISATION**

**Reports To:** Students on your campus and SRUCSA Exec

**Responsible For:** See duties and key responsibilities below.

**Budget Responsibilities:** Responsible for Campus Council budget.

## **DUTIES AND KEY RESPONSIBILITIES**

### **MONTHLY**

- ❖ Campus Council meetings (at least once a term).
- ❖ SRUCSA Exec team meetings (in person and via VC): the Exec team ensure that Campus Officers are fulfilling their responsibilities on behalf of the students that elected them. It also plans strategy and develops policies to ensure that SRUCSA is on course to achieve its objectives including maintaining the representation system.

### **AS AND WHEN NEEDED**

- ❖ Keeping students on each campus informed: updates on social media, blogs/websites, "Starter for Ten", "You said / we did", campus surgeries.
- ❖ Student Liaison Committees (SLCs).
- ❖ Estates Project User Groups (EPUGs).
- ❖ Presentations at SRUC Open Days & Applicant Days.
- ❖ Communication and promotion of SRUCSA activities and campaigns.
- ❖ Encouraging and supporting the creation and development of student clubs, activities and sports on your campus.
- ❖ Training for the role and for the Exec team.



<b>AREA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS AND ABILITIES</b>	Able to work for and with a range of people and groups at SRUC.	Able to make a strong argument and provide factual basis.
<b>EXPERIENCE</b>	Current student at SRUC.	Served as a class representative.
<b>KNOWLEDGE</b>	Must know – or find out – what students on their campus want from SRUC.	Should know how to take this knowledge forward.
<b>PERSONAL ATTRIBUTES</b>	Approachable, friendly and a good listener.	Comfortable with using social media platforms. Social and fun!

### **BENEFITS OF BEING A CAMPUS OFFICER**

- ❖ Provided with 7 paid hours of work per week at approx. £8.45 per hour, as well as a SRUCSA hoody.
- ❖ Learning and developing a range of skills – and being given training and guidance – which is invaluable to future employability

### **HOW TO APPLY**

Positions will be filled by election when nominations are received. You will need to apply with a manifesto and campaign poster. Speak to the current Student President or Vice President for more information, email [SRUCSA@sruc.ac.uk](mailto:SRUCSA@sruc.ac.uk) or visit [www.srucsa.org.uk/elections/](http://www.srucsa.org.uk/elections/)