

**Job Details**

**Position:** Student Skills Assistant

**School/Department:** Faculty of Arts, Humanities and Social Sciences

**Salary:** £17 per hour

**Duration:** Fixed Term until 30 June 2022

**Hours of Work:** 5-7 hours per week

**JOB PURPOSE:**

As a recent graduate of/current postgraduate student in the Faculty, you will work with academic and professional services staff within the relevant discipline, playing a vital role in supporting our undergraduate students in their transition to Higher Education.

**MAJOR DUTIES:**

1. Work alongside the School Peer Mentor/Discipline Lead to develop and deliver high quality student-focused interactive activities and materials to support students’ transition from school to university.
2. Plan, arrange and carry out events, activities and presentation to undergraduate students on a range of topics including subject-specific study; student life; and other appropriate awareness-raising activities.
3. Plan and implement a communications and engagement plan for undergraduate students to support their transition to university, including development and production of publicity material (print and digital/social media) to raise the profile of support available to students.
4. Offer and facilitate 1:1 bespoke sessions for students requiring support on a range of transition skills issues.
5. Develop mechanisms to gather feedback from students on the support available for their transition so as to review and refine the offering.
6. Act as a key point of contact for undergraduate students, signposting them to support within the School and wider University.
7. Contribute to such other relevant duties and activities as may be identified by the Director of Education, Discipline Lead, or Peer Mentor Lead.

**Essential Criteria:**

1. A recent graduate (within the last 18 months) of/current postgraduate student in the Faculty of Arts, Humanities and Social Sciences at Queen’s University Belfast.
2. Evidence of organisational skills.
3. Evidence of engaging with different audiences.
4. Evidence of team working skills.
5. Evidence of communication and problem solving skills
6. Willingness to work flexible hours.

Please send CV outlining in not more than 2 pages, how you meet the criteria listed to Dr Norah Burns – N.Burns@qub.ac.uk, closing date Friday 5th November at 5pm.