

# STUDENT CENTRE ASSISTANT

Applications are invited for this part-time temporary position in the Students' Union's Operations Department. Undeb Bangor is looking for a Student Centre Assistant to provide support to the Operations Assistant.

The candidate must be fluent in Welsh and should be educated to GCSE/NVQ 2 standard (or equivalent) in an appropriate subject or possess equivalent experience.

## Purpose of the job

To assist the Operations Assistant within the Student Centre

## Main Duties and Responsibilities

- Provide day-to-day support to the Union Operations Team and the wider Union Staff Team where relevant.
- Provide a first point of contact for students and visitors and respond to any queries
- Assist with room and vehicle bookings.
- This is not a comprehensive list of duties and the person appointed will be expected to take on extra responsibilities and duties as required by their line manager.

## Person Specifications

### Essential

- Educated to GCSE level, (or equivalent) in an appropriate subject or possess equivalent experience.
- Excellent organisational skills and ability to handle a varied and demanding workload.
- A team player, with a flexible attitude who is willing to contribute and support colleagues within the team.
- Good IT skills.
- Fluency in Welsh is essential for this post.

### Desirable

- Familiar with the students' union's work.
- Relevant work experience possibly in an administrative role.

This is a temporary post between September 2019 until the end of May 2020.

Hours of Work: 30 hours a week (hours of work can be flexible)

Salary: £9.00 per hour

Closing date for applications is Tuesday 10th September 2019.

If you are interested in applying for this role, please e-mail your CV and covering letter to [llinos.gashe@undebbangor.com](mailto:llinos.gashe@undebbangor.com)