



## JOB DESCRIPTION

<b>Job Title:</b>	Student Transition & Events Officer
<b>Department / Unit:</b>	Student Engagement and Sport, Academic Services
<b>Grade:</b>	RHUL 5
<b>Accountable to:</b>	Hall Life Manager
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<p>The College requires a rich, diverse and engaged academic and non-academic campus community for all students. The Hall Life team play a key role in delivering a suite of initiatives aimed at enriching the halls of residence campus experience across the non-academic spheres of student life and co-curricular activity.</p> <p>This role will focus on supporting strategies and projects that enhance all aspects of student transition activity outside the spheres of learning - being responsible for the coordination, facilitation and development of a programme of events and activities that enhance and support student transitions at key points in the student journey e.g. pre-arrival, welcome week, student retention and student success events.</p> <p>The post holder will not always be sat at the desk – we'll be expecting the successful candidate to create, attend and support Hall Life events across the academic year as well as, core administration, and working with colleagues on logistical planning, event management, marketing &amp; promotion of the Hall Life programme.</p> <p>The focus of this role is to expand our pre-existing Hall Life programme, which can be from small common room activities to large campus wide initiatives across the academic year.</p> <p>In addition they will support the work of the team on key initiatives and student experience related projects as required.</p> <p>The focus of this role is to expand our pre-existing Hall Life programme, which can be from small common room activities to large campus wide initiatives across the academic year.</p> <p>The post holder will not always be sat at the desk – we'll be expecting the successful candidate to create, attend and support Hall Life events across the academic year as well as, core administration, and working with colleagues on logistical planning, event management, marketing &amp; promotion of the Hall Life programme</p>	
<b>Key Tasks</b>	

- Coordination, facilitation and development of a programme of events and activities that enhance and support student transitions at key points in the student journey e.g. Pre-Sessional students, pre-arrival, welcome week, refreshers week and end of the academic year with a focus on those living in halls of residence
- College coordination & delivery of some larger scale collaborative events and projects related to wider Student Experience e.g. annual festive market
- Encouraging that students from all demographic and academic background are adequately represented in student initiatives offered by the College &/or Students' Union at key transitions in the student journey for different year groups
- Working with the Student's Union and departments across College to coordinate & deliver a single, integrated approach to promoting and delivering student events and other initiatives
- The development of mechanisms by which monitoring engagement and impact on students can be quickly gathered, analysed and acted upon to ensure the provision continually evolves and improves.
- The administration for and representation of the Hall Life Team on key committees and projects to ensure that new initiatives act in the interest of key services as required

**Other Duties**

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

**Internal and external relationships:**

The Student Transition and Events Officer will work closely with the Students' Union and departments across College to ensure there are a range of initiatives for different student groups throughout the academic year, delivered at the optimum time. They will also be in contact with other institutions sharing and developing best practice in all their areas of work.