

JOB DESCRIPTION



Job title:	Student Administration Assistant
Location:	The post will work primarily at Oxford SU's main office (Worcester Street, Oxford), however, flexible working and working from home is available dependent on role requirements.
Working hours:	Between 5 and 8 hours per week
Contract:	Casual
Rate of pay:	Oxford Living Wage, currently £12.49 per hour
Department:	Operations
Reporting to:	People & Governance Manager

Job Purpose:

The Student Administration Assistant will play an important role in keeping our essential services running - providing effective administrative support to the SU, under the guidance of the People & Governance Manager, and ensuring the smooth delivery of our welfare product provision to common rooms. This role will also provide duty management to the SU social space when it is being used by Oxford SU campaigns, the OxStu newspaper, and the Oxide student radio.

Responsibilities

Office support

- Monitor the Oxford SU enquiries email inbox, ensuring all enquiries are dealt with promptly or passed to the relevant departments/person.
- Purchasing supplies for the office when requested.
- Ensure the office and shared meeting room spaces are kept clean, tidy and are useable by staff and student groups.
- Under the guidance of the People & Governance Manager, process IT requests such as setting up new users on the managed desktop system, creating new email accounts and ensuring access and delegations are up-to-date.
- Support the People & Governance Manager in liaising with the University IT and Facilities Management departments, reporting any problems in a timely manner and ensuring they are dealt with appropriately.

Service delivery

- Manage the provision of welfare supplies to colleges and student groups, ensuring adequate stock levels, an efficient ordering and collection service, producing stock-takes and creating financial reports.
- Manage the room booking process for staff and Oxford SU Campaigns.
- To provide duty management to the Oxford SU social space when it is being used by our Campaigns, student newspaper, or student radio station.
- Provide IT administration support to Oxford SU Campaigns and societies, updating email delegations and information on the SU website.

Administrative Support

- Create calendar invites for meetings and make room bookings, when required.
- Support the People & Governance Manager in booking travel and accommodation for staff and Sabbatical Officers, when required.

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Development

- Take an active role in the improvement, development, and implementation of effective administration systems and processes that will improve the SU office function and service delivery.
- Help identify opportunities to improve the effectiveness and efficiency of the working practices of Oxford SU.
- Provide support across the team on a variety of projects which have a direct impact on our students.

Other

- Support, champion and role-model a high-performing, inclusive culture across Oxford SU.
- Help our elected Officers achieve their manifesto commitments.
- Be enthusiastic advocates for student leadership and the organisation's values.
- Actively engage in student-facing projects and activities of all kinds as required.
- Be administratively self-supporting.
- Undertake any other duties and responsibilities commensurate with the post.

Date Completed:

August 24