

Student Engagement Assistant (Events & Opportunities)

Reports to: Campus Experience Senior Coordinator

Salary: London Living Wage

Hours: Casual, flexible, ad hoc hours. Evening and occasional weekend work required. Fixed term until June 2026

Location: Normally located on the MDX Hendon Campus, North London

Application Closing date: Thursday 26th February 2026 at 23:59

Interview date: Tuesday 3rd March 2026 (you must be available on this date)

Start Date: 9th March 2026 - first event will be supporting with Elections from the 9th – 13th

The Role

Are you a friendly, approachable, enthusiastic person who loves meeting new people? Would you like to work as an ambassador for an exciting, innovative, award-winning Students' Union, supporting the delivery of our opportunities and events with students from across Middlesex University?

Our Engagement Assistants help us to deliver a wide range of events and opportunities and play a crucial role in communicating MDXSU messages to the wider student body. As part of the team, you will be an ambassador for the Students' Union, keeping students informed and getting them involved with everything MDXSU has to offer.

This is a fun, varied role focused around supporting MDXSU's central events and opportunities programmes, along supporting with delivery of key projects throughout the year (including Welcome, MDXSU Elections, Graduation and more!). You could be working on front of house at a club night in MDX House, supporting a Student Group with an event, getting students excited about voting during the MDXSU Elections, chatting to students to gather their feedback, or even creating and delivering your own event ideas!

Middlesex Students' Union is proud to be a London Living Wage employer. We understand that our job opportunities need to be flexible around your studies, and we are committed to providing development opportunities that help you to prepare for wherever your studies and career take you. This is a casual role, with hours offered on an ad hoc basis based on organisational need.

Responsibilities

As an Engagement Assistant, you could be fulfilling a variety of different roles and tasks from shift to shift depending on your interests, skills and availability, but the key responsibilities are outlined below:

- Acting as an ambassador for MDXSU, providing information about opportunities and events, and encouraging students to get involved.
- Supporting the delivery of our central and student-led events programmes, including a mixture of daytime, evening and late-night events.
- Providing feedback and insight on our events programme, with the opportunity to devise and deliver your own events and activities.
- Promoting of events and opportunities, including supporting with content creation for social media.
- Assisting staff with promotion and delivery of key projects, including Welcome Month, Elections and Awards
- Collecting feedback from students via conversations and surveys
- Providing cover for the MDXSU Welcome Desk

Requirements

Criteria	Requirement
Current Middlesex University student, enrolled to study in the 2025-26 academic year	Essential
Knowledge and Experience	
Experience in customer relations / a customer-facing role	Essential
Experience using basic sound, lighting & audio-visual equipment	Desirable
Project management or event planning experience	Desirable
Experience in sales, promotion or marketing	Desirable
Good understanding of the work of Middlesex Students' Union	Desirable
Attendance at previous MDXSU and/or student group events	Desirable
Attributes and Skills	
Passion for supporting fellow students to make the most of their time at MDX	Essential
Excellent verbal communication skills	Essential
Confident and friendly - comfortable approaching and talking to new people	Essential

Ability to make people feel welcome and at ease	Essential
Proactive approach to problem-solving and ability to work on initiative	Essential
Able to work alone when required	Essential
Team player	Essential
Attention to detail	Essential
Values & Ethics	
Positive attitude	Essential
Commitment to equal opportunities and working with a culturally diverse student body	Essential