Student Communities Intern

**Information**

Part-time, Fixed Term until 31st May 2021

7 hours per week (1 day or 2 half days per week)\*

Location: home-based

Salary: London Living Wage of £10.75 per hour

Accountable to: Student Communities Development Coordinator

*We are open to flexible working, in order to cater to students’ caring or commuting commitments. MDXSU staff are currently working remotely, and will continue to do so for the foreseeable future. All student staff roles will operate remotely, but will be fully supported and supervised by MDXSU full time staff.*

*\*Hours to be completed Monday - Friday*

**The Role**

We support 7 student communities at MDXSU, these are: Postgraduate Students Community, International Students Community, Erasmus & Exchange Students Community, Healthcare Students Community, Mature Students Community, Student Parents and Carers Community and Commuter Students Community. These groups exist to ensure all students feel supported, cared for and listened to by MDXSU. We want to help students find active and fun community spaces that are as accessible as possible, regardless of a students’ circumstance. We believe that finding collective platforms where students can share their experiences, meet others in similar positions and be actively engaged in positively changing student’s experiences can really help students of circumstance have a positive University experience.

Over the last six months we have continued to support our student communities and organised a variety of online activity for students to engage and socialise throughout lockdown. Now more than ever, these communities will provide a crucial platform for students to make friends, combat loneliness, provide feedback and create support networks for students of circumstance.

The successful candidate will work with our Student Communities Development Coordinator to build links with our student communities, conduct quality conversations with students of circumstance in order to understand their experiences and support research so MDXSU can gain a better understanding of the needs of each community. They will use this information to work with students of circumstance to plan and organise a diverse range of activity across each community, with an emphasis on collaboration and increasing student engagement.

We are commited to equality and opportunity for all. We welcome applications from all individuals regardless of their race, ethnicity, sexuality, religion, age, gender or disability. We particularly encourage applications from students who self-define into one of the 7 student communities listed above.

**Responsibilities**

* Hold 1-2-1 meetings with students of circumstance in order to identify key student leaders within each of the 7 communities
* Support the Student Communities Development Coordinator to conduct research, identifying the ways in which students of circumstance have been affected by the COVID-19 pandemic and recognise how MDXSU and Middlesex University can best support and represent them
* Support and assist with the planning, preparation and delivery of online activity that is of interest to our student communities
* Think creatively and help establish new ways to engage students of circumstance; ensuring that platforms are accessible for our student communities, taking into account the variance in needs across the groups.
* Work with our Communications and Income team to increase student engagement and exposure for our student communities and work with our Student Communities Development Coordinator to keep the MDXSU Communities social media up to date with relevant content
* Work with other interns to engage students of circumstance through their course or student groups that they may be part of
* Continually re-evaluate your work based on student feedback and flexibly adapt accordingly
* To support any other MDXSU duties as required

**Requirements**

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| **Criteria** | **Requirement** |
| **Qualifications** | |
| Current student studying at Middlesex University | Essential |
| **Knowledge** | |
| Project planning or event planning experience | Desirable |
| Understanding and/or experience of working in a democratic, member-led organisation | Essential |
| Understanding of the variety of experiences students of circumstance at Middlesex University may have | Essential |
| **Attributes/skills** | |
| Excellent communication skills; written & verbal | Essential |
| Excellent planning, organisational & administrative skills- with a particular focus on attention to detail | Essential |
| Ability to juggle various tasks at the same time | Essential |
| Proactive and able to work using own initiative | Essential |
| Strong interpersonal skills | Essential |
| Excellent organisational skills | Essential |
| Ability to work flexibly | Essential |
| IT competent with an understanding of Microsoft Office | Essential |
| **Values & Ethics** | |
| Team player | Essential |
| Interested in working with students – specifically supporting those students who define into our communities | Essential |
| Passionate about improving students of circumstance’ experience at Middlesex University | Essential |
| Positive attitude & Enthusiasm about Middlesex University & MDXSU | Essential |