

Team MDXSU

Department: Communications & Income Team

Salary: London Living Wage, currently £10.20 per hour (£11.58 inc holiday pay)

Contract and hours: Flexible hours, with a minimum of 8 hours guaranteed 10th September – 14th October 2018

Flexible ad hoc basis after Welcome Month until July 2019

Some hours may be available July 2018 if interested

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



The Role

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

Team MDXSU are at the heart of Middlesex Students' Union, helping us to deliver a wide range of events and opportunities, and playing a crucial role in communicating MDXSU messages to the wider student body. As part of Team MDXSU, you will be an ambassador for the Students' Union, getting students informed and involved.

This is a fun, varied, rewarding role focused around our Welcome Month programme, but with plenty of further opportunities throughout the year too. You could be working on the photobooth at a clubnight in MDX House, selling our MDX clothing and merchandise at Freshers' Fair, getting students excited about voting during MDXSU Elections week, or chatting to students to gather their feedback.

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.

Responsibilities

As a member of Team MDXSU, you could be fulfilling a variety of different roles and tasks week to week depending on your interests, skills and availability, but the key responsibilities are outlined below:

- Act as an ambassador for Middlesex Students' Union, providing information about opportunities and event and encouraging students to get involved
- Promotion of events and opportunities, including ticket selling
- Support the delivery of our clubnights and evening events, including working on the door and cloakroom, ensuring welfare of guests and facilitating activities (eg. silent disco, photobooth)
- Supporting the delivery of other MDXSU events – from speed meets to Freshers' Fair, the MDXmas Market to trips
- Sell and promote Middlesex University clothing and merchandise at pop-up stalls on campus
- Reliable and accurate management of ticket sales, merchandise sales and tills
- Collect feedback from students via conversations and surveys
- Provide insight and input to the planning of the Communications & Income Team

Please see the second page for the requirements.

Requirements

Criteria	Requirement
Current Middlesex University student at time of employment	Essential
Available to work shifts during Welcome Month between Monday 10 th September until Sunday 14 th October 2018	Essential
Knowledge and Experience	
Experience in customer relations / a customer-facing role	Essential
Experience in sales, promotion, marketing	Desirable
Good understanding of the work of Middlesex Students' Union	Desirable
Experience of working in a retail environment	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
Team player	Essential
Attention to detail	Essential
Values & Ethics	
Team player	Essential
Positive attitude	Essential
Respect and support for equality and diversity	Essential