

Team MDXSU

Department: Communications & Income Team

Salary: London Living Wage £10.55 per hour (£11.82 inc annual leave entitlement)

Hours: Casual, flexible ad hoc hours. Occasional evening work required.

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



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, 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 role focused around supporting and promoting MDXSU's central events programme, along with a range of other opportunities throughout key points of the year (Welcome Month, MDXSU Elections, monthly merchandise stalls and ad hoc promotion of external partners). You could be working on front of house at a clubnight in MDX House, selling our MDX clothing and merchandise, getting students excited about voting during the MDXSU Elections, chatting to students to gather their feedback, or managing our photobooth!

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 from shift to shift depending on your interests, skills and availability, but the key responsibilities are outlined below:

- Act as an ambassador for MDXSU, providing information about opportunities and events, and encouraging students to get involved
- Support the delivery of our central events programme, including working on the door and cloakroom, and facilitating activities (eg. silent disco, photobooth)
- Promotion of events and opportunities, including the selling of tickets and merchandise
- Assist staff with promotion of key projects, including Welcome Month, Elections and Awards
- Reliable and accurate management of ticket sales, merchandise sales and tills
- Collect feedback from students via conversations and surveys

How to apply

To apply, please complete the Student Staff Application Form available on the MDXSU website, and email to recruitment@mdxsu.com.

If you have any questions about the role or application process, please contact Harriet Gibson, Events Coordinator, on h.gibson@mdx.ac.uk.

Please see the second page for the requirements

Requirements

Criteria	Requirement
Current Middlesex University student at time of employment	Essential
Knowledge and Experience	
Experience in customer relations / a customer-facing role	Essential
Experience in sales, promotion, marketing	Desirable
Experience of working in a retail environment	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
Team player	Essential
Attention to detail	Essential
Values & Ethics	
Positive attitude	Essential
Respect and support for equality and diversity	Essential