

Student Project Job Description

Project Title	AUSA Hybrid Events and Community Engagement
Job Title (hours)	Fresher's Week Intern (15 hours)
Duration	April to July
Responsible to	Events and RAG Co-ordinator
Job Summary	To assist the delivery of a goals-oriented Freshers' programme that analyses the engagement from last year's online programme to ensure we do not lose the momentum or lessons learned. This role will also assist in the delivery of reengaging with the community to re-establish mutually beneficial partnerships that lost momentum due to the pandemic
Principal Duties and Responsibilities	<ul style="list-style-type: none"> • Support in the planning of a hybrid Freshers' week by helping research online and in person event trends for students. • Support Events and RAG Co-ordinator with the administration of meetings by scheduling them, taking minutes, and following up on actions. • Support in delivery of Freshers' event programme's increased workload due to the need to provide events and campaigns both online and in person. • Support at team and student consultation meetings by taking notes and in some cases leading. • Assisting in the research and design of partnership programme to help support the reestablishment of AUSA as a crucial marketing partner to new students to the University of Aberdeen.
Skills, knowledge and experience in desired applicant	<ul style="list-style-type: none"> • Basic understanding of past Freshers' week student experience and expectations • Strong creative skills and a keen eye for detail • Good written and oral communication skills • Energy, enthusiasm and teamworking skills • Commitment to inclusivity and diversity • Confidence to network and introduce themselves to potential partners
Skills, knowledge and experience as a result of this project	<ul style="list-style-type: none"> • Understanding of planning and execution of strategic/goals-based events and campaigns • Working in online office environment • Professional event and marketing delivery skills • Team working

	<ul style="list-style-type: none">• Understanding the application of research in real world services.
Impacts of project	<p>Feeding into AUSA Primary Strategic objectives:</p> <ul style="list-style-type: none">• Ensure that all students have opportunities to participate and come together in a structured way• Every student shall have access to information, advice, development services and support to allow them to get the most out of their time spent at University• Ensure that AUSA organises suitable events and other initiatives that are accessible to all students across all campuses• Ensure that there are closer links between AUSA and local partner organisations to strengthen opportunities for student involvement in the local area <p>This post will aid in the effective delivery of one of the biggest strategic projects at AUSA. Freshers' week delivers a welcome and introduction to AUSA, AUSA services and representatives. This post will help us react to the evolving situation for our students involving COVID giving us an increase capacity to deliver a higher quality week and meet the goals of the project.</p>