

# Students' Union Administrator – Digital & Communications

**JOB TITLE:**

Student Union  
Administrator

**DURATION:**

Fixed term: Until  
December 2025

**RESPONSIBLE TO:**

Activities Team

**CLOSING DATE:**

29<sup>th</sup> September  
2025, 9am

**PAY**

The rate for the role is £12.60 per hour.

**HOURS**

Minimum of 5 hour per week with the possibility of up to 15-20 hours during term time.

**JOB SUMMARY**

To manage the Students' Union's online presence, ensuring accurate, accessible, and engaging information is available to students through the website, newsletters, and digital channels.

**DESIRED VALUES**

Candidates should be able to demonstrate a commitment to the following values:

- Student Focussed
- Inclusive
- Helpful

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**ROLE DESCRIPTION**

This role is front-facing supporting student engagement at the Students' Union. The post-holder will be the first point of contact for student enquiries, both in-person and via email. They will assist students and student groups with managing memberships, event tickets, room bookings, and website permissions. Strong organisational skills and the ability to manage tasks independently are essential, as the role involves handling multiple administrative responsibilities and meeting deadlines.

In addition to reception duties, the role leads on maintaining and improving website content, removing outdated pages, updating information, and creating new content in line with SU branding. The assistant will produce the weekly student activities email and support communications through social media and event admin. This position suits someone interested in communications, design, or digital media, and requires confidence using digital platforms, excellent written communication, attention to detail, and a good understanding of SU Student Activity processes.

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**PRINCIPAL DUTIES AND RESPONSIBILITIES****Shared Duties:**

- Be the first point of contact for student enquiries at the Students' Union Reception whether by email or in-person.

- Log student enquiries and maintain accurate records.
- Support students to maintain accurate memberships, permissions, event tickets and products on the SU's website.
- Support students and student groups with room bookings and facilities.
- Undertake any other reasonable administrative task as directed by line manager.

### **Specific Duties:**

- Lead on website content management; removing outdated pages, updating information, creating new content for approval, and reorganising pages/shortcuts.
- Produce the weekly student activities summary email.
- Liaise with other SU departments to ensure content is accurate, in line with our brand, and engaging.
- Provide administrative support for activities social media review.
- Assist with general admin tasks within events.

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### **SKILLS, KNOWLEDGE, AND EXPERIENCE YOU CAN DEVELOP IN THIS ROLE**

- Basic knowledge of social media channels and social media trends.
- Strong creative skills and a keen eye for detail.
- Good written and oral communication skills.
- Good proof-reading skills.
- Energy, enthusiasm and teamworking skills.
- Commitment to student led work.
- Supportive and helpful to all.
- Commitment to environmentally sustainable working.
- Commitment to inclusivity and diversity.

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### **HOW TO APPLY**

The Students' Union is committed to providing equality of opportunity, treatment and dignity in appointments. We will not allow discrimination in any form in advertising, interviewing, selection or eligibility for jobs, and will therefore select individuals on the grounds of their ability and suitability for the vacancy based on genuinely required criteria. Applicants must have proof of Right to Work in the UK.

To apply for this position, please fill out an Application Form and Diversity Monitoring form (via the vacancy page of the Students' Union website). Completed forms should be sent to: [ausa-hr@abdn.ac.uk](mailto:ausa-hr@abdn.ac.uk). Informal enquiries can be made to [ausa-hr@abdn.ac.uk](mailto:ausa-hr@abdn.ac.uk).

**Closing Date:** 29th September 2025, 9am (interviews to be held Monday 6th October)