



## STUDENTS' UNION

### ROLE DESCRIPTION

<b>Role Title:</b>	Welcome Week Back of House Volunteer
<b>Responsible To:</b>	Activities Development Coordinator (ADC) or Event Coordinator (EC)
<b>Event/s:</b>	Welcome Week Events
<b>Location/s:</b>	University of Aberdeen Campus (UoA) & Surrounding Areas
<b>Date:</b>	14/09/2024 – 22/09/2024

#### **Role Purpose:**

To support the Students' Union in the delivery of Welcome Week events for new and existing students at the University of Aberdeen.

#### **Core Duties and Responsibilities:**

- To assist in the set-up, dismantle and clean-up of SU events
- To support the SU where needed and respond to final requests
- To help organise equipment and freebies during SU events
- To provide technical support at SU events if/when required
- To capture content at SU events for the SU social media

#### **Skills & Qualities you will gain from this Role:**

- First-hand experience working back of house at events
- Development of critical thinking and problem-solving skills
- Experience of working in a team effectively
- Better understanding of UoA campus and surrounding areas
- Greater knowledge of SU and their services

#### **Additional Information:**

**Welcome Week Training:** In September, volunteers are expected to attend Welcome Week training. This session will be delivered on the UoA campus by SU faculty to ensure individuals are best prepared on what to expect and what is expected of them throughout Welcome Week events.

**Responsible to others:** In the absence of the ADC or the EC at a Welcome Week Event, all volunteers will report to the Event Lead (a nominated staff member of the Students' Union).

**Volunteers' Celebration:** In October, all volunteers will be invited to attend an afternoon/evening to celebrate their contributions to a successful Welcome Week in September.