

## Job Description

### International Students' Officer

<b>Job Title:</b>	International Students' Officer
<b>Salary:</b>	£12.56 per hour (subject to approval)
<b>Contract type:</b>	One year, 5-10 hours per week
<b>Line Manager:</b>	Herts SU Management Team

#### Purpose of Role

The International Students' Officer of the Students' Union works with students and staff to make Herts even better. You will spend your year in post speaking with students, our President and your team of fellow Part-Time Officers, School Community Organisers and Student Reps to find out what students think and then share this information across the University. You will facilitate community building initiatives within the International student population. All with the goal of helping students love life at Herts.

#### Main Duties and Responsibilities

- Chair the International Students' Network and work with the SU to develop the membership of the network and run at least four meetings of this network per year
- Arrange at least four feedback session meetings per year for international students
- Organise three initiatives per year as prescribed in your agreed action plan for international students and allies at the University of Hertfordshire, working to ensure they are inclusive and accessible
- Act as the lead student representative for International students at the University of Hertfordshire
- Proactively gather student views and use student-based evidence to support representational activities
- Attend and report at all assigned University and SU committees
- Attend and report at the SU Board of Trustees
- Attend and report at Student Council
- Work with the Union's and University's marketing teams to actively promote yourself via social media through official channels and promote the work of the Students' Union, encouraging students to engage and maximise the opportunities available to them
- Support and attend activities such as Open Days, Freshers, International arrivals and official Students' Union events

#### Contacts

The post holder will come into contact with students, Students' Union Managers, Students' Union staff, Elected Officers and University staff.

#### Additional Information

This document outlines the general duties required for the time being for the post of International Students' Officer. This is neither a comprehensive or exhaustive list and the duties may be varied from time to time and may be changed and be added to or deducted from. Any changes will not alter the general character of the job and/or level of seniority or responsibility, unless following on from discussion and agreement.

#### Your Eligibility

Any continuing University of Hertfordshire student whose fee status is either international or EU.