Salary: Grade 3 (£17,079 - £18,688 p.a.)
Reference: ENGFO1136
Closing date: 12 June 2019
Fixed term for one year
Open to current Leeds Undergraduate students only
We will consider flexible working arrangements
Campus Internship: Student Experience Officer, Faculty of Engineering

Are you a current University of Leeds undergraduate student, with an interest in inter-cultural projects, communication and a passion for the student experience? Would you like to gain valuable experience of all of these things by contributing to the SWJTU-Leeds Joint School?

The University of Leeds established the SWJTU-Leeds Joint School in collaboration with Southwest Jiaotong University in Chengdu, China in 2016. Students study one of four undergraduate programmes from the Faculty of Engineering.

We are looking for a current Leeds undergraduate student to join us as an Intern in a professional office environment with some travel to Chengdu expected (out of term time), in an organisation recognised for its high quality of academic provision, commitment to excellence and good practice. Our Internships are designed to enhance your employability and as such you will develop key skills and experience for your CV, including team work, interpersonal and communication skills, initiative, organisation, high quality administration and project development.

You will work with colleagues at the Joint School to develop the definition of the off-campus Leeds student experience. How do we support our students to have an exceptional experience and achieve success in this international context? You will develop and contribute to materials, activities and projects that will seek to enhance the experience that these remotely located students have.

You will have excellent organisational and planning skills and the ability to complete tasks to agreed deadlines. You will also have strong communication skills and the ability to work effectively as part of a team; with a positive and proactive approach to problem solving and making improvements. Strong IT skills and proficiency in the use of MS Office products are essential. You may also have skills in webcasting and the development of online resources.

What are the benefits?

As a Student Experience Office you will:

- Enhance your employability in a professional office environment in an
organisation recognised for its high quality of academic provision, commitment to excellence and good practice;

- Gain insight into project management, working across and with a broad range of services and stakeholders, and develop skills such as research and analysis, negotiation, communication and presentation and time management.

What does the role entail?

As a Student Experience Officer, your main duties will include:

- Working with Leeds University Union to implement student representation processes such as the Student:Staff Forum;
- Supporting the development of School Action Plans in liaison with course representatives in Chengdu;
- Maintaining existing projects, such as the Intercultural Ambassadors Scheme and with support from the School Education Service Manager, identify other projects that could be launched in the Joint School;
- Acting as a Social Assistant for the Joint School. In collaboration with colleagues based in Chengdu, organise and oversee a range of student focussed activities that develop an English speaking environment, for example film nights, postcard exchanges.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Student Experience Officer you will be/have:

- A University of Leeds undergraduate student;
- Excellent organisational and planning skills and the ability to complete tasks to agreed deadlines;
- Strong communication skills and the ability to work effectively as part of a team;
- A positive and proactive approach to problem solving and making improvements;
- Strong IT skills and proficiency in the use of MS Office products;
- A passion for delivering an exceptional student experience;
• An interest and an understanding of cross-cultural boundaries and teams;
• The ability and desire to travel to Chengdu, China for short periods of time (full visa support will be given).

You may also have:
• Experience of webcasting and the development of online resources;
• An ability to identify and suggest improvements to the service given;
• Experience of working in administrative role;
• Evidence of an awareness of developments in Higher Education.

**How to apply**

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

You can get feedback on your application via the Careers Centre drop in service currently available 1pm – 4pm Monday to Friday at the Careers Centre.

Outside of these hours there are bookable ‘application support’ appointments via [https://mycareer.leeds.ac.uk/](https://mycareer.leeds.ac.uk/).

If you are away from Leeds, you can ‘Ask a Question’ on MyCareer to receive online feedback, queries will be answered within 3 working days.

**Contact information**

To explore the post further or for any queries you may have, please contact:

**Andrew Hollins, School Education Service Manager**
Tel: +44 (0)113 343 2308
Email: a.t.hollins@leeds.ac.uk

**Additional information**

Find out more about the SWJTU-Leeds Joint School [here](#).
Working at Leeds
Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information
Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position. However, all applicants will be required to declare if they have any ‘unspent’ criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.