

UNIVERSITY OF SOUTH WALES
PRIFYSGOL DE CYMRU

Student Services

Campus Life Coordinator – 10 month Placement

Licence to Occupancy Agreement

Internal Vacancy

As part of an exciting new development the University of South Wales is looking to recruit seven Campus Life Coordinators as Student Placements to work alongside Student Services and Accommodation Services Teams. One will be based at Cardiff Campus, one at Newport Campus and five at Treforest Campus.

Campus Life Co-ordinators will be integral to creating a sense of community in halls and facilitating a positive student experience, organising events, proactively promoting and referring to support services and providing early intervention opportunities to resolve tensions between residents. Campus Life Coordinators will also work alongside staff in response to reported misconduct under the regulations.

CLC's are not employees of the University but will be expected to sign a licence to occupancy agreement which is directly linked to the duties and responsibilities associated with their role. CLC's will permanently be resident in Halls during term time and be available for both weekend rotas and vacation rotas from 3 September 2018 to 30 June 2019. This post involves liaising with CLC's across the university's three campuses and which will include sharing a weekend duty rota.

The Campus Life Coordinator will operate at all times within the established Confidentiality Framework of the Department of Student Services, and will maintain the professional integrity of the service.

Application Process: Application is via a CV and an additional document that **specifically addresses each point** in the Person Specification for the post applied.

CLOSING DATE: 20 July 2018

INTERVIEW DATE: 30 July – 7 August 2018

(shortlisted applicants must be available for interview during this time)

JOB DESCRIPTION

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| Title: Campus Life Coordinator |
| Type of Contract: Student Placement |
| Responsible to: Wellbeing Service Manager |
| Responsible for: NA |
| Main Purpose of the Job: Provide |
| <p>Principal Duties and Responsibilities:</p> <ul style="list-style-type: none"> • To participate in student Welcome Weekend/Week activities including delivering Halls Induction • To work in liaison with other USW staff to facilitate a positive student experience for all • To be pro-active in creating a sense of community in Halls • To refer students to a range of support services, including those with mental health difficulties • To assist in promotional activities of support and services where applicable • To participate in Induction and Training opportunities and become familiar with the processes and procedures of working within Student Services and Accommodation Services (USW/Private Provider) • To record incidents and communications with students by using the university's Incident Report system • To provide a first point of contact and early intervention to mediate when tensions around accommodation arise • To work closely with Accommodation Services Teams in supporting USW response to potential breaches of contract or student misconduct • To attend team/service meetings when required • To be on placement 6-11 Monday- Sunday for the first six weeks of the new academic year • To be on placement 6-11pm Monday-Thursday and 6-11 Friday-Sunday on a rota basis, after the first six weeks of the new academic year |

PERSON SPECIFICATION

| <u>SKILLS AND ABILITIES</u> | |
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| Essential | Desirable |
| <ul style="list-style-type: none"> (a) Evidence of excellent communication skills (b) Demonstrate excellent listening skills (c) Experience of working under pressure (d) Evidence of excellent IT skills (e) Have the mental toughness to deal with challenging situations involving students (f) To have team leader qualities (g) Excellent time-keeping | <ul style="list-style-type: none"> (s) Basic counselling skills |
| <u>KNOWLEDGE</u> | |
| Essential | Desirable |
| <ul style="list-style-type: none"> (h) Awareness of challenges facing students in HE (i) Knowledge of problems experienced in a student residential environment (j) Knowledge of mental health difficulties (k) Knowledge of USW support services | <ul style="list-style-type: none"> (t) Knowledge of USW misconduct regulations and policies (u) An awareness of conflict resolution (v) An awareness of physical and learning difficulties |
| <u>EXPERIENCE</u> | |
| Essential | Desirable |
| <ul style="list-style-type: none"> (l) Delivering presentations (m) Dealing with sensitive and problematic situations (n) Team working (o) Lived in a communal/residential environment | <ul style="list-style-type: none"> (w) Experience of working with students with: different cultural backgrounds, disabilities, and from a range of age group (x) Experience of supporting students living in Halls |
| <u>TRAINING</u> | |
| Essential | Desirable |
| <ul style="list-style-type: none"> (p) Commitment to participate in appropriate training | <ul style="list-style-type: none"> (y) ASIST (z) MHFA |
| <u>OTHER REQUIREMENTS</u> | |
| Essential | Desirable |
| <ul style="list-style-type: none"> (q) To have the placement based at the campus of study (r) Be a full-time USW student | |