



Residential Services

Position of Accommodation Liaison Student

Further Particulars

An Accommodation Liaison Student plays a major part in providing front line support, advice and guidance for the students who are resident in University accommodation. The role is very people-orientated, and as such post holders will work in close conjunction with Senior Concierge and Residences Managers. The role is pastoral and advisory as well as disciplinary, and some general administration is required (e.g. filling in incident reports and student interview sheets, organising Hall Information cards, student photo folders, etc).

Job Outline

- The post runs for the duration of the academic year (38 weeks plus one week's training), post holders must vacate the premises in summer.
- The post also includes duty over vacation periods – i.e. out with semester dates and weekends throughout. Accommodation Liaison Students are expected to be available for a minimum of four shifts; Residential Services reserves the right not to use all volunteered shifts.
- Attendance at the training week (week beginning 3 September 2012) and any subsequent training sessions which may be advised to you is compulsory. Accommodation can be arranged if required for September training week.
- Regular meetings will be organised by Residential Services – attendance at these is also compulsory and monitored.
- All Accommodation Liaison Students are expected to be on duty during Arrival Weekend (8 & 9 September 2012). Rotas for this weekend will be issued by Residential Services. This involves assisting the concierge staff, general administration, orientating new students, issuing and collecting hall cards, inventories, residences arrival forms etc.
- Duty rotas are on average 1 in 4, or 2 in 8 but this will vary according to the residence. When on duty, Accommodation Liaison Students are required to "sign in" with the concierge in their residence at beginning and end of their duty shift.
- Accommodation Liaison Students are provided with a polo shirt which must be worn when on duty and should always ensure they have their ID card with them.

- Duty rota covers 7 days a week from 5pm – 8 am next day. Accommodation Liaison Students may be out on campus between 5 and 8 pm but must be contactable by mobile telephone and return to the residence by 8 pm. At weekends, a duty is 24 hour – Accommodation Liaison Student will be expected to carry a mobile while on campus during the day. Post holders may leave the residence if cover is arranged IN ADVANCE and concierge staff are aware.
- Accommodation Liaison Students are required to do an 'office hour' on their duty nights from 8 pm – 9 pm. Students residing in flatted accommodation can also make use of this nightly 'office hour' if required.
- Accommodation Liaison Students are required to provide support in flatted accommodation and this will be requested if required by RS or their concierge staff.
- Post holders must maintain regular contact with the residents. Accommodation Liaison Students are required to make an initial visit to all their designated kitchens during the first week of semester, and at least one other visit during the second semester. Residential Services may ask Accommodation Liaison Students to make additional visits as required throughout the academic year.
- Accommodation Liaison Students are expected to have active involvement in organising social events. Accommodation Liaison Students are expected to have active involvement in running Hall Committees
- Accommodation Liaison Students are expected to behave in a manner appropriate to the post – any breaches of University Ordinances will be dealt with accordingly and may also result in a loss of the post and the accommodation provided.
- Accommodation Liaison Students may be required to undergo a PVG check and any offer would therefore be subject to a satisfactory outcome of this process.

The post does require commitment and effort. Applicants should therefore carefully consider how much time they can afford to give up. Will there be a conflict with course work, other jobs, personal sporting activities etc?

If you require any further information, please contact the Residential Services Office at Geddes Court on 01786 46 7060.

Please be advised that applicants must be available for interview week commencing the 19 March 2012. Shortlisted candidates who are invited to interview and will be asked to demonstrate their suitability for post by completing – 1) A 5 minute presentation and 2) An interview.