



JOB DESCRIPTION

JOB TITLE: Student Community & Representation Assistant: Computer Science (current student)

RESPONSIBLE TO: Head of Student Voice

SALARY: Real Living Wage currently £13.45ph

HOURS: 8 hours per week to be worked flexibly in negotiation with line manager.

DATE OF WRITING: August 2026

PURPOSE OF ROLE

To strengthen the Computer Science academic community by helping students build friendships, develop skills and shape their educational experience.

DUTIES AND RESPONSIBILITIES

1. Academic Community Development

- Empower students to deliver social and extracurricular events and activities for students within the Computer Science department.
- Support initiatives that enable staff and students to work together to improve the academic experience.
- Work with staff and students to increase student involvement in open days, induction, employability opportunities and departmental initiatives.

2. Employability and Skills Development

- Support students to access opportunities to gain relevant skills and experience through department and academic society activities.
- Work with the Career Readiness Programme to support students from underrepresented backgrounds to develop skills, experience and confidence through engagement with Computer Science related academic societies.

3. Student Voice and Representation

- Help coordinate opportunities for students to engage with departmental decision-making processes.

- Work with Academic Representatives and the Computer Science Society to support collective change-making activity within the Computer Science Department.
- Promote and support engagement with Unitu
- Support awareness and engagement with Students' Union campaigns, elections, Annual General Meetings and other strategic priorities
- Help ensure that students are informed about actions and outcomes arising from student feedback and representation activities.

4. Other Duties:

- To positively promote and uphold the values and policies of Undeb Aberystwyth.
- To be an advocate for Undeb Aberystwyth and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To demonstrate Students' Union behaviours & standards in daily working life

CHANGES TO JOB DESCRIPTION

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.

PERSON SPECIFICATION – Student Community & Representation Assistant

CRITERIA	Requirement	Application	Interview
QUALIFICATIONS			
Must be a current Aberystwyth University Student	Essential	√	
EXPERIENCE/KNOWLEDGE			
Interest in supporting and developing the Computer Science student community	Essential	√	√

Experience of, or enthusiasm for, building student communities through events, activities or initiatives	Essential	√	√
Experience of supporting, leading or working alongside volunteers, student leaders, societies or representative groups	Essential	√	√
An interest in, or experience of, student representation, campaigning, consultation, feedback processes or achieving positive change for others	Essential	√	√
Understanding of current issues affecting students in Higher Education and/or Students' Unions	Desirable	√	
Knowledge of Computer Science student life, academic societies or departmental activities	Desirable	√	
ATTRIBUTES/SKILLS			
Ability to build and maintain positive working relationships with a diverse range of individuals through a friendly, approachable and supportive manner.	Essential	√	√
A confident and engaging communicator with strong verbal and written communication skills, able to communicate effectively with students both in person and through digital platforms.	Essential	√	√
High standard of organisational and administrative skills with the ability to manage competing priorities	Essential	√	√
Ability to work independently and proactively, using initiative whilst contributing effectively as part of a team.	Essential	√	√
Competent in the use of Microsoft Office, Microsoft Teams, social media and other digital platforms	Essential	√	
Ability to encourage and support others to engage in opportunities, activities and projects	Essential	√	√
Ability to promote a positive image of Undeb Aberystwyth and encourage engagement in Students' Union activities	Essential	√	√
Calm under pressure and able to overcome challenges in a constructive manner	Essential		√
Understanding of and commitment to equality, diversity and inclusive practices	Essential	√	√
Commitment to the values and objectives of Undeb Aberystwyth	Essential	√	
Ability to communicate through the medium of Welsh	Desirable	√	
VALUES/ETHICS			
Committed, positive, outgoing and approachable with a 'can do' attitude	Essential	√	

