Team City SU (Welcome Rep)
Volunteer Pack
Welcome

Thank you for your interest in volunteering with City, University of London Students’ Union (the Union). This pack contains an overview of the Union, the volunteer role up for grabs and information on how you can apply to join Team City SU.

The Union exists to represent all 19,000 of our members - every City student. We’re run by students, for students, and provide support, representation, advice and activities throughout the good times and the tough times.

We’re governed by a board of 10 Trustees, who work alongside our student Officers, small staff team, and hundreds of student volunteers (that’s you) to run a thriving and active students’ union in the heart of London.

Kristina Perelygina
Board of Trustees
Chair 18/19

Philip Gilks
Chief Executive
About Us

With a rich history spanning over 100 years, City, University of London Students’ Union is the primary organisation representing the views of over 19,000 students at City, University of London to the institution and beyond.

With three Full-Time Student Officers, a small team of permanent staff and the involvement of student volunteers, the Union is at the heart of activity on campus. We deliver a range of services and support for our members, from independent academic advice to supporting our Programme Reps to make change on their course, to promoting the employability and development of students through our Student Activities department. The Union also runs a Shop which sells a range of products, including ethically sourced University branding clothing, merchandise, confectionary and stationary.
Opportunity Profile

<table>
<thead>
<tr>
<th>Post:</th>
<th>Team City SU (Welcome Rep)</th>
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<tbody>
<tr>
<td>Department:</td>
<td>City, University of London Students’ Union</td>
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<tr>
<td>Responsible to:</td>
<td>Activities &amp; Events Coordinator</td>
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<td>Location:</td>
<td>On campus, at events and more!</td>
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<td>Time Commitment:</td>
<td>Up to 20 hours across the Welcome period</td>
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<td>Flexibility:</td>
<td>As a volunteer we will work with you to create shifts</td>
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Opportunity

We are looking for a team of motivated and passionate students to volunteer with the rest of Team City SU and to help in supporting Welcome Week 2018 including Fresher’s events, Fresher’s Fair, and new student inductions.

Duties & Responsibilities

- Attending Welcome Reps Training
- Welcoming new and returning students to City, University of London
- Support for Welcome activities and events
- Informing new students about City Students’ Union and the services we offers
- Handing out promotional materials to students
- Assisting students who are moving in to accommodation
- Acting as a point of contact for any student queries
- Carrying out any other duties as required

Training & Support

We want to make sure that everyone involved in City, University of London Students’ Union is up to date and ready to help delivery for students. All our volunteers will be given an introductory training, along with a full explanation of the role and their responsibilities.

The training will take place all day on campus on Thursday 13th September, followed by an evening social and a chance to meet the rest of Team City SU.

Benefits

- A cool City SU Welcome t-shirt so you can be as on brand as we are
- Entry to events that you volunteer at
- Gain new skills to add to your CV
- Play a vital role in introducing new students to our University
- Positively shape our student community
- Get to know new people and be a part of Team City SU
**How to Apply?**

Applications Close: Friday 17th August, 12pm  
Training Day: Thursday 13th September (all day)

To apply for this role, please fill in this short form:  
https://www.citystudents.co.uk/surveys/welcomereps/

If you have any questions regarding the role or organisation, please contact our Activities & Events Coordinator, Manoj Kerai.