

JOB DESCRIPTION
Intern, Student's Union
Vacancy Ref: N327

Job Title: Intern	Present Grade: 3
Department/College: Students' Union, LUSU involve	
Directly responsible to: Line Manager	
Supervisory responsibility for: N/A	
Other contacts	
Internal: LUSU staff and officers; students; University staff.	
External: As required to the post: Local community / voluntary / environmental / business organisations; local primary, secondary and further education institutions; travel operators, suppliers	
The LUSU Intern will be responsible for:	
<ul style="list-style-type: none"> • Assisting in the development and delivery of projects that support students to maximise the benefits of their opportunities whilst at University. • Making a positive contribution to the department's profile by supporting the development and implementation of publicity and information campaigns that encourage students to engage. • Assisting students to realise the value of the opportunities in which they have participated in the eyes of future employers. • Acting as first point of call for students visiting the department. • Carrying out general administrative procedures, relating to recruitment, database management, website maintenance and evaluation systems. • Uphold the Union's environmental, sustainable and ethical policies. • Carry out other duties as the Manager or delegate may direct, consistent with the post's grade. 	