

# Academic Officer

academic@su.nulodon.ac.uk



## The main academic contact on the Union for students and staff

In charge of three key parts of the Union; 1. Student Representatives, 2. Data collection and 3. Academic Policy Input.

<b>KEY RESPONSIBILITIES</b>	<p>Support Student Academic Representatives.</p> <ul style="list-style-type: none"><li>• Ensuring smooth communication between academic staff, student representatives and the rest of the Student Union.</li><li>• Keep the Representative group chat up to date.</li><li>• Schedule and chairing meetings with Student Representatives on a regular basis in weeks that are emptier for all involved, to ensure high attendance.</li></ul> <p>Assist students with concerns relating to exams, summatives, courses, etc.</p> <p>Run the Union's data collection initiative.</p>
<b>WEEKLY RESPONSIBILITIES</b>	<p>Large amounts of email correspondence, especially with staff and Student Representatives.</p> <p>Keeping in contact with staff and Media, to ensure accurate release and circulation of academic information.</p>
<b>KEY DATES</b>	<p>Student Representative Elections (start semester).</p> <p>Exam season, students will have questions/issues.</p> <p>Student Voice cafes.</p> <p>Course Feedback week.</p> <p>Larger committees and Boards (known long in advance).</p> <p>Smaller meetings will depend on the general Student Representative schedule.</p>
<b>REPRESENTATIVE FOR THE UNION AT</b>	<p>TLEC (Teaching, Learning and Enhancement Committee).</p> <p>Academic Board, Faculty meetings and other committees.</p> <p>Optional or temporary boards/committees offered to Student Representatives.</p>
<b>THE IDEAL CANDIDATE</b>	<p>Someone who likes meetings and actively seeks them out.</p> <p><b>Long Term oriented:</b> Prepared to be working towards things that won't happen for some time, potentially not until after you've left the University.</p> <p><b>Patient:</b> the University bureaucracy is slow just like any other, but can and needs to be navigated with patience and determination.</p>

# CAMPUS OFFICER

campus@su.nulondon.ac.uk



**Point of contact for individuals at NU London for DEI and welfare related issues**

In charge of three key parts of the Union; 1.Mental Health, 2.DEI and 3.Facilities

<b>KEY RESPONSIBILITIES</b>	<p>Streamline Student Navigation of University Processes including:</p> <ul style="list-style-type: none"><li>• Getting a locker; making a complaint; or understanding welfare opportunities.</li></ul> <p>Upkeep the Union Mental Health initiative:</p> <ul style="list-style-type: none"><li>• Work closely with the SSD team for events, appropriate handling of issues and feedback.</li><li>• Lead, facilitate and work on the Union Mental Health Articles.</li><li>• In case of a collectively threatening situation - e.g. threats of violence in the city, pandemics - work closely with the President to ensure welfare and safety of all students.</li></ul> <p>Promote a more relaxing, greener and productive campus.</p> <p>Lead Union Hub space (information and decorations).</p>
<b>WEEKLY RESPONSIBILITIES</b>	<p>Manage Union cupboard , Free health provision initiatives and the Staff/Procedure Contact sheet.</p> <p>Be on hand to respond to any facilities issues.</p>
<b>KEY DATES</b>	<p>Start and end of Semesters.</p> <p>Mental Health Month.</p> <p>Exam and Midterm seasons.</p>
<b>REPRESENTATIVE FOR THE UNION AT</b>	<p>Term meetings with DEIG and FAPSG. Health and Safety committee.</p> <p>Host and leads Union DEI Committee; Group of the representatives for groups on campus.</p> <p>Bi-annual Sustainability Committee.</p>
<b>IDEAL CANDIDATE</b>	<p><b>Confidence:</b> Ready to form part of the face of the Union</p> <ul style="list-style-type: none"><li>• for students to feel comfortable to ask for help (eg. How to set up Mental Health appointment)</li><li>• To discuss issues with students and relay them back to staff.</li></ul> <p><b>Strong passion:</b> for supporting mental health.</p> <p>Be on campus frequently.</p>

# Global Campus Officer

globalcampuses@su.nulondon.ac.uk



## Ensuring a smooth transition between the campuses for students

In charge of three key parts of the Union; 1. Students arriving in London, 2. Students leaving London. 3. NU academic summer opportunities

<b>KEY RESPONSIBILITIES</b>	<p>Represent the interests of all students across the Northeastern Global Network.</p> <ul style="list-style-type: none"><li>• Support students when they arrive in London from Boston or Oakland.</li><li>• Support students when they travel from London to the US.</li></ul> <p>Ensure a close connection between mobility students and the Student Union.</p> <ul style="list-style-type: none"><li>• Work with the Global Experience team.</li><li>• Consult with the Media on ways to promote Union activity across the network.</li><li>• Meet with members of US Student Government alongside the President to discuss inclusion and collaboration.</li></ul> <p>Support societies and clubs create connections to US clubs.</p> <p>Support Students navigate the NU Academic Summer Activities</p>
<b>WEEKLY RESPONSIBILITIES</b>	<p>Biweekly meetings with US counterparts.</p> <p>Support, facilitate, and attend events that promote global engagement.</p>
<b>KEY DATES</b>	<p>MakerFaire.</p> <p>Welcome week and welcome back week.</p>
<b>REPRESENTATIVE FOR THE UNION AT</b>	<p>The Union DEI committee, supporting the global representatives.</p>
<b>IDEAL CANDIDATE</b>	<p><b>Confidence:</b> Ready to form part of the face of the Union</p> <ul style="list-style-type: none"><li>• Especially when a new semester begins, to ensure that new students understand the Student Union and get help on London life.</li></ul> <p><b>Networker:</b> Engage with new contacts for the Union in the US.</p>

# OPPORTUNITIES

opportunities@su.nulondon.ac.uk



Point of contact for individuals at NU London to learn more about existing or new opportunities

In charge of three key parts of the Union; 1. Volunteering and fundraising. 2 Careers and Skills  
3. Free Speech Initiates at Campus

<b>KEY RESPONSIBILITIES</b>	<p>Conduct fundraising activities throughout the year</p> <ul style="list-style-type: none"><li>• Research and survey what causes to raise money for.</li><li>• Contact organisations for supplies.</li></ul> <p>Promote volunteering and work opportunities for the student body.</p> <ul style="list-style-type: none"><li>• Establishing Union connections to organisations.</li><li>• Assisting university careers team.</li></ul> <p>Support societies who have a career focus and/or run career focused events.</p> <p>Create/support initiatives for students to gain skills and experience at campus (such as podcast, fundraising committee or similar).</p>
<b>WEEKLY RESPONSIBILITIES</b>	<p>Maintain opportunities page on website (under guidance from the Media officer).</p> <p>Correspond with students navigating their opportunities on and off campus.</p> <p>Event Planning and support.</p>
<b>KEY DATES</b>	<p>University Mental Health Day; International Women’s Day; Red Nose Day; World Mental Health Day; Movember; Children in Need; NU Careers Week;</p> <p>Information spread of postgraduate jobs, masters degrees, or internships in the Autumn Semester.</p>
<b>REPRESENTATIVE FOR THE UNION AT</b>	<p>Meet with the University careers team regularly to give feedback on what students at the University would like to see happening.</p>
<b>IDEAL CANDIDATE</b>	<p>Take the <b>initiative</b>, Be <b>communicative</b>, Good at <b>networking</b>. Most of all, be <b>passionate</b>.</p>

# Secretary

secretary@su.nulondon.ac.uk



## Point of contact for support to student Leaders (Sports captains, Club leaders and Society ExCos)

In charge of two key parts of the Union; 1 Supporting Union Officers and Student Leaders.

2. Keeping the Union transparent and efficient

<b>KEY RESPONSIBILITIES</b>	<p>Assist Union and student leaders.</p> <ul style="list-style-type: none"><li>• Handle large events, initiatives.</li><li>• Make Union purchases for societies.</li></ul> <p>Keep the Union transparent and efficient.</p> <ul style="list-style-type: none"><li>• Keep website updated with meeting and policy information under the guidance of the Media officer.</li><li>• Transform Union strategy from goals to concrete Officer tasks.</li><li>• Keeping Union members on track with their tasks.</li></ul> <p>Plan Union Meetings and Trainings.</p> <ul style="list-style-type: none"><li>• Ensure an agenda is circulated prior to each meeting.</li><li>• Take and publish meeting minutes.</li></ul>
<b>WEEKLY RESPONSIBILITIES</b>	<p>Secretary on Union meetings.</p> <p>Correspondence with officers and student leaders.</p> <p>Event planning and support.</p>
<b>KEY DATES</b>	<p>Major Union events, especially at the beginning and end of each semester.</p> <p>Anything that may arise due to other officer's initiatives or student leaders' plans and events.</p>
<b>IDEAL CANDIDATE</b>	<p><b>Be organised and diligent.</b> The majority of your work will be on an ad-hoc basis. Be <b>flexible</b> and prepared to work with a large variety people as well as differing duties.</p>

# Communities

communities@su.nulondon.ac.uk



**Point of Contact for student Leaders (Sports captains, Club leaders and Society ExCos)**

In charge of three key parts of the Union; 1. Sports, 2 Societies and clubs 3. Union Events

<b>KEY RESPONSIBILITIES</b>	<p>Sport Tasks:</p> <ul style="list-style-type: none"><li>• Facilitate training and competitions for the sports teams in collaboration with the respective captains.</li><li>• Keep sports captain chat up to date.</li><li>• Elections for sports captains.</li></ul> <p>Society Tasks:</p> <ul style="list-style-type: none"><li>• Encourage the creation of new and continuation of current societies.</li><li>• Be a point of contact for society ExCos and members for society related issues.</li><li>• Organise Societies Fairs.</li><li>• Help society ExCo leaders organise events.</li></ul> <p>Event Tasks:</p> <ul style="list-style-type: none"><li>• Follow the yearly events calendar by giving themes for each event.</li><li>• Meet and coordinate with the Student Life team.</li><li>• Work with the Bar Manager.</li><li>• Plan and execute pub-crawls, formals, balls, and more.</li></ul>
<b>WEEKLY RESPONSIBILITIES</b>	<p>Weekly Meeting with the President</p> <p>Large amount of Correspondence with student leaders.</p> <p>Liaise with the Media Officer to ensure communities is advertised.</p>
<b>KEY DATES</b>	<p>Monthly Bar nights, Semesterly Society fairs and mixers.</p> <p>End of March - NU London Cup Tournament.</p> <p>Welcome week and welcome back week.</p> <p>Society Elections (Spring).</p>
<b>REPRESENTATIVE FOR THE UNION AT</b>	<p>Society Budget Committee, to allocate budgets to all societies.</p>
<b>IDEAL CANDIDATE</b>	<p><b>Passionate</b> : the hook between some of the Union's biggest outputs.</p> <p><b>Present</b>: you're expected to attend most Union events.</p> <p><b>Patient</b>: ready to assist student leaders.</p>

# Media & Communications

media@su.nulondon.ac.uk



**Market events, sports, societies and general Union business.**

in charge of three key parts of the Union; 1. Media Profiles. 2 Website upkeep 3. Capturing student life

<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Maintain, update, and grow social media profiles (primarily Instagram).</li><li>• Maintain and update the NUSU London website.</li><li>• Create posters, media, and updates using Canva.</li><li>• Film videos to help promote new initiatives and events.</li><li>• Write and publish the Weekly NUSU London Newsletter.</li><li>• Attend advertising and marketing meetings with members of staff, societies, and events teams.</li><li>• Attend most events to document what goes on to aid future advertisement.</li></ul>
<b>WEEKLY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Attend advertising and marketing meetings with members of staff, societies, and events teams.</li><li>• The work is split roughly 30/70 meetings/content creation &amp; posting</li><li>• Create and promote material sent by students, societies, and staff.</li><li>• The newsletter takes slightly longer and is at a more specific time always goes out on a Monday morning.</li><li>• Keep the website up to date.</li></ul>
<b>KEY DATES</b>	<ul style="list-style-type: none"><li>• Weekly 1-1s with the President.</li><li>• Welcome Week (September).</li><li>• Welcome Back Week (January).</li><li>• End of Term Balls (December &amp; March).</li></ul>
<b>IDEAL CANDIDATE</b>	<p>A role often seen as the 'fun' Officer, as they are the one with creative freedom, needs a positive and friendly attitude.</p> <p>Present: you're expected to attend most Union events.</p>

# Vice President

vice.president@su.nulondon.ac.uk



**The Union Second in command. Point of Contact for procedural issues.**

In charge of three key parts of the Union; 1. Policies 2 Treasury 3. Assisting students with policy and procedural questions.

<b>KEY RESPONSIBILITIES</b>	<p>In charge of the upkeep of Union governance.</p> <ul style="list-style-type: none"><li>• Primary policymaker alongside the President.</li><li>• Ensure the Union policies are in line with the Union constitution.</li><li>• Assist the Communities Officer in making sure society governance and events are in line with Union policies.</li></ul> <p>Treasurer responsibilities:</p> <ul style="list-style-type: none"><li>• Keep the Union Budget updated and assist upkeep of society budgets.</li><li>• Pitch for future Union budget with President.</li><li>• Be counter-signatory for the Union's bank account,</li></ul> <p>Assist students in navigating university procedures such as: applying for grants, attendance panels, alleged academic misconduct etc.</p> <p>In charge of the Union bar.</p> <p>Shadow the Union president in most aspects and be ready to take a leading role should the necessity arise.</p>
<b>WEEKLY RESPONSIBILITIES</b>	<p>Effective daily communication with the President.</p> <p>Leading Unions Hub space (schedule).</p> <p>Admin is predominantly emails, budget updates or policy research.</p>
<b>KEY DATES</b>	<p>Typically hours are every day in the week, as a lot of the work is 'right now' rather than being able to wait.</p> <p>Responsibilities can be lower in the semester breaks, but there will still be tasks to complete.</p>
<b>REPRESENTATIVE FOR THE UNION AT</b>	<p>Society Budget Board, to allocate budgets to all societies.</p> <p>Main student supporter when requested for university proceedings.</p> <p>Union Advisory Board.</p>
<b>IDEAL CANDIDATE</b>	<p><b>Passionate &amp; Detail Orientated:</b> Be prepared to be both student-facing as well as able to do lots of behind-the-scenes work, as there will be periods with both types of duties. Be <b>organised and communicative</b> as a lot of the union bureaucracy and some of the leadership will depend on you.</p>



# President

president@su.nulondon.ac.uk



## The Manager & Face of NUSU London

Responsible for Union development and bringing student concerns to the highest levels of University management.

<p><b>KEY RESPONSIBILITIES</b></p>	<p>Develop the vision and follow the Union strategy, helping all Officers set and full their delegated visions.</p> <p><b>You lead on Union Financial Decisions</b></p> <ul style="list-style-type: none"><li>• You have to approve all payments the Union makes.</li><li>• Allocate the flexible items on the Union budget, Making minor adjustments accordingly.</li><li>• Be counter-signatory for the Union's bank account, alongside the Vice President.</li><li>• Pitch for the future Union budget.</li></ul> <p><b>You speak to and understand student concerns</b></p> <ul style="list-style-type: none"><li>• Work on these with the University to bring about change.</li><li>• Work to ensure communications between students and staff are existent and efficient.</li></ul> <p><b>You have consistent engagement with</b></p> <ul style="list-style-type: none"><li>• University staff, particularly with: Head of Student Life; Director of Academic Services; Director of Finance; Dean; Associate Dean for Teaching &amp; Learning; and multiple other staff members, regularly.</li><li>• NUS, Northeastern Boston staff and any others who wish to discuss student life, affairs or Union development.</li><li>• Most Closely with each of the Union Officers.</li><li>• Providing the CEO, Dean and University Board with an update on the Union's work at each NU London Board of Governors Meeting.</li></ul> <p>Encourage student engagement in the Union Committee's work. Represent the Union when interacting with external bodies. Call, organise and announce referenda.</p>
<p><b>WEEKLY RESPONSIBILITIES</b></p>	<p>A mix of meetings and administrative tasks (~ 50/50 split). Typically attending one event per week. Monthly 2-1 with deans Weekly 1-1 with Head of Student Life, Vice President, Communities, Media, and Administrator. Admin is predominantly emails, meeting preparation, or research for event/projects.</p>

# President

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<b>KEY DATES</b>	<p>Typically hours are every day in the week, as a lot of the work is 'right now' rather than being able to wait.</p> <p>Responsibilities can be lower in the semester breaks, but there will still be tasks to complete.</p> <p>Quarterly Northeastern London Board of Governors meeting.</p> <p>1-1s with the Union.</p> <p>Exam season.</p> <p>End of semester event.</p> <p>Welcome Week And Welcome Back Week.</p> <p>Bar Nights and other events.</p> <p>NUS Conference.</p> <p>SU General Election.</p>
<b>REPRESENTATIVE FOR THE UNION AT</b>	<p>Society Budget Board, to allocate budgets to all societies.</p> <p>Member of the Northeastern London Board of Governors.</p> <p>Chair NUSU Committee.</p> <p>Chair the weekly SU General Meeting.</p> <p>Chair NUSU Advisory Board.</p>
<b>IDEAL CANDIDATE</b>	<p><b>Organisation, Time management, Patience, Commitment, Driven, Leader, Team player, Passion.</b></p>

## TLDR

The President of the Union is the Head of the Student Union at NU London. They have the final say on all decisions, and are responsible for the running of the Union. The President is in charge of upkeep of the Constitution along with ensuring the Union Strategy is met. The President speaks constantly with the other Officers, and works in close collaboration with University staff. The presidency is a lot of work and responsibility and you must be willing to commit to the role and be comfortable working with external, people in the Senior Management Team, and beyond.