

ACADEMIC OFFICER



The Academic Officer is in charge of two parts of the Union; student representatives and data collection. They work to ensure student reps are elected correctly, and make sure that they are supported in their role throughout their tenure. They also work with the Union's data collection service: StudentPulse. They are the backstop Vice President of the Union. If no other Officer in the Union wants to run to be VP, the Academic Officer becomes the Vice President.

KEY RESPONSIBILITIES


- Ensuring smooth communication between academic staff, professional staff, student representatives and the rest of the Student Union.
- Schedule and chairing meetings with Student Representatives on a regular basis to ensure there are no unsolved issues.
- Sit on optional or temporary boards/committees which will be offered to Student Representatives and the Academic Officer.
- Keep the Student Representative group chat up to date.
- Sit on TLEC (Teaching Learning Enhancement Committee).
- Run the Union's data collection service (StudentPulse).
- Backstop Vice President of the Union, should no one else run for the position.

WEEKLY TASKS

- The Officer's role typically comes in higher bursts, due to important events like Student Representative Elections, Exams or simply when some sort of unforeseen issue arises.
- Highly dependent, some weeks will only have the weekly Student Union meeting, while others will have TLEC, Faculty meetings, other committees or large amounts of email correspondence.
- Since scheduling meetings with other Student Representatives falls on this role, knowing which weeks are going to be emptier for all involved is important to make sure attendance is as high as possible.
- Attend weekly SU General Meetings.
- Speaking with other Officers, mainly Media and Communications, to ensure accurate release and circulation of academic information.

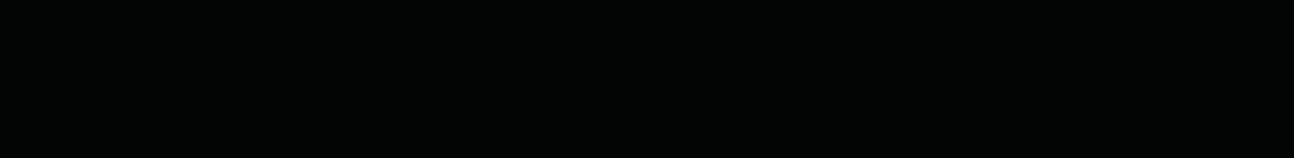
KEY DATES

- Will depend on the general Student Representative schedule, such as, but not limited to, TLEC and Faculty meetings.

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- Student Representative elections (first half of Autumn Semester) and possible termly changeovers (start of Spring Semester).
 - Exam season, students will have questions/issues and other Student Representatives will have their own exams to worry about and will likely become less active.
 - Elective Committees through-out the year, such as Project 23.

TLDR

The Academic Officer role is for someone who likes meetings enough to assist all Student Representative meetings, and actively seek out more. They are the main academic contact on the Union. Be prepared to be working towards things that won't happen for some time, or potentially until after you've left the University. The Officer works to communicate various issues to the Union and staff members. University bureaucracy is slow just like any other, but can be navigated with patience and determination.



CAMPUS OFFICER



The Campus Officer's role is to support the SSD and Facilities teams connection to the Student Body and the SU. The Officer should support students in navigating university processes including: getting a locker; making a complaint; or understanding welfare opportunities. The Officer works with the SU and staff on DEI concerns, and helps to build initiatives to aid the university experience of as many students as possible. They also work with the President to promote a more relaxing, greener and productive campus.

KEY RESPONSIBILITIES

- Act as a point of contact for DEI and welfare related issues.
- Ensure issues are appropriately handled by communicating with the Student Support Advisor.
- Ensure students are informed about methods of complaint and feedback through working with Media and Communications.
- Hosting events dedicated to mental health in coordination with HoSSD.
- 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.
- Term meetings with FAPSG.
- Term meetings with DEIG.
- Update the facility tracker sheet, with various campus related issues raised by students, staff or yourself.
- Oversee the locker booking system.
- Participate in the Health and Safety committee.
- Manage the SU cupboard.
- Manage the free health provision (menstruation/sexual health) and campaigns run by the Union.

WEEKLY TASKS

- This role can be as-and-when but the aim of the Union is to constantly be developing new mechanisms to support students; such as working on new campaigns to improve student life in and out of university.
- Be on hand to respond to any facilities issues.
- Bi-weekly meeting with Head of Facilities.
- Respond to data collection with the DEIG and Student Union.

KEY DATES

- Exam season.
- Start of term.

- End of term.
- Reading Weeks.
- Termly Health and Safety Committee.
- Mental Health Month.

TLDR

The role of the Campus Officer is to form part of the face of the Union. They should be willing to be on campus lots of the time, and able to discuss issues with students with the confidence to relay them back to staff.

COMMUNITY OFFICER



The Community Officer works to create a fun and lively feel throughout NU London. They work in three main areas: sports, societies, and events. They work to create and manage the sports teams in conjunction with the captains, and coordinate training and league opportunities. For societies, they are responsible for upholding the Society constitution, maintaining and advocating the current societies, and ensuring students have the ability to create new societies. For events, they follow the events calendar and work with the rest of the Union to ensure we hold brilliant events for the whole student population.

KEY RESPONSIBILITIES

- President of the Sports Club.
- President of the Societies.
- Encourage the creation of new sports teams and societies.
- Facilitate training and competitions for the sports teams in collaboration with the respective captains of the sports teams.
- Encourage the continuation of current societies.
- Being a point of contact for society ExCos and members for society related issues.
- Organise Societies Fairs and Mixers through-out the year.
- Sit on the Society Budget Board to allocate budgets to all societies.
- Follow the yearly events calendar by giving themes for each event.
- Meet and coordinate with the Student Life team.
- Work with the Bar Manager.
- Liaise with the Media Officer to ensure events, sports, and societies are properly advertised.

WEEKLY TASKS

- Bar Nights.
- Bi-Weekly events meeting with Events Coordinator.
- Weekly SU General Meeting.

KEY DATES

- Beginning of each semester.
- Society Elections.
- Society Fairs and Mixers.
- Payment collection for Societies and Sports.
- End of March - NU London Cup Tournament.

TLDR

The Communities Officer works as the hook between some of the Union's biggest outputs; societies, sports and events. You work with the events team to avoid clashes and set themes for events along with ensuring the smooth running of sports and societies. You're expected to attend all Union events, as well as society nights. You work with the President and Media Officer to ensure everything runs smoothly.

GLOBAL CAMPUSES OFFICER



The Global Campuses Officer works to represent the interests of all students across the Northeastern Global Network. The Officer supports students when they arrive in London from Boston or Oakland, and also students when they travel from London to the US. This position can be held by any student on any pathway, however they must be willing to work and talk with students across all pathways.

KEY RESPONSIBILITIES	<ul style="list-style-type: none">● Ensuring a smooth transition between the campuses for students.● Work with the Global Experience team to ensure a close connection between mobility students and the Student Union.● Consult with the President and Media Officer on ways to improve transitions and promote Union activity to mobility students in London.● To meet with members of Student Government alongside the President to discuss inclusion and collaboration across the campuses.
WEEKLY TASKS	<ul style="list-style-type: none">● Attend the weekly SU General Meeting.● Consult with different pathways of students on what events, welfare provision or anything else they want to see implemented.● Work with the Media Officer to advertise Union events and initiatives to build advertising strategies across degree pathways.
KEY DATES	<ul style="list-style-type: none">● Welcome Week.● End of Autumn Semester.● Welcome Back Week.● End of Spring Semester.● Most events.

TLDR

In essence, the Global Campuses Officer works mostly at the beginning of each Semester to ensure that new students understand the workings of the Student Union at NU London, and that students

based in London understand their student contacts over in the US. It should be a person who is happy to talk to students across pathways, and is a friendly face at uni!



MEDIA & COMMUNICATIONS OFFICER



The Media and Communications Officer creates a cohesive brand for NUSU London. They actively market events, sports, societies and general Union business & achievements to raise awareness of what the SU does. They have an eye for detail, creative design and are passionate about helping the NUSU London reach more students.

<p>KEY RESPONSIBILITIES</p>	<ul style="list-style-type: none"> ● Maintain, update, and grow social media profiles (primarily Instagram) ● Maintain and update the NUSU London website ● Create posters, media, and updates using Canva ● Film videos to help promote new initiatives and events ● Write and publish the Weekly NUSU London Newsletter ● Attend advertising and marketing meetings with members of staff, societies, and events teams
<p>WEEKLY TASKS</p>	<ul style="list-style-type: none"> ● The work is split roughly 30/70 meetings/content creation & posting ● Create and promote material sent by students, societies, and staff. ● The newsletter takes slightly longer and is at a more specific time - always goes out on a Monday morning ● Keep the website up to date. ● Attend the weekly SU General Meeting. ● Have to attend most events to document what goes on to aid future advertisement. ● Weekly 1-1s with the President.
<p>KEY DATES</p>	<ul style="list-style-type: none"> ● Welcome Week (September) ● Welcome Back Week (January) ● End of Term Balls (December & March) ● All other events or notices that are released by the Union

TLDR

The Media Officer is sometimes seen as the 'fun' Officer, as they are the one with creative freedom and ensure that the relationship between the Union, students, and staff is a positive, friendly, and

open one. The job is continuous, having to create and release new communications to everyone.
You speak with all officers, especially the Communities, Opportunities, and the President.



OPPORTUNITIES OFFICER



The Opportunities Officer role is to increase and advocate the existing opportunities for every individual at NU London. This stretches from curating careers events in collaboration with the careers teams in London and Boston, to establishing places for volunteering and building fundraising initiatives for all students to get involved in.

KEY RESPONSIBILITIES

- Conduct fundraising activities throughout the year;
 - Research and survey what charities or causes to raise money for,
 - Contact organisations for supplies.
- Create and promote volunteering opportunities for the student body.
- Meet with the university careers team regularly to give them feedback on what students at the University would like to see happening.
- Ensure that careers events at the University are well marketed and as visible to students as possible.
- Think of creative ways to bring events to students and drive-up engagement levels.
- Work with societies who have a careers focus and/or run career focused events and ensure these get the attention that they need.
- Attend the weekly Student Union meeting.

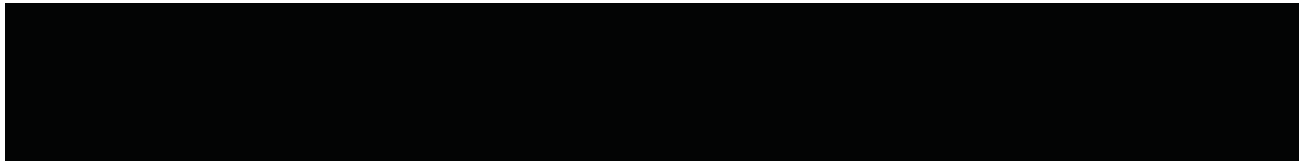
WEEKLY TASKS

- The time for the role is split between meetings, planning for charitable events, and creating careers events;
 - Meetings could include the weekly SU General Meeting, meetings with the President or Media Officer, meeting with the London Careers team, or wider meetings with staff including the Events Coordinator or Head of Student Life.
- Upon building event plans, the Officer would liaise with the Media Officer to create content and decide on the best advertising structure.
- Update the Careers (soon to be Opportunities) Instagram page.
- Organise careers and fundraising events focussed on increasing student's exposure to opportunities in London and in the local area.

	<ul style="list-style-type: none">● Maintain a continuous focus on the implementation of questionnaires and other surveys to understand the events and opportunities that students would be interested in getting
KEY DATES	<ul style="list-style-type: none">● It is suggested that the officer conducts something in honour of:<ul style="list-style-type: none">■ University Mental Health Day;■ International Women’s Day;■ Red Nose Day;■ World Mental Health Day;■ Movember;■ Children in Need;■ NU Careers Week;■ Identifying postgraduate jobs, masters degrees, or internships in the Autumn Semester.

TLDR

In short, this position enables you to create the core base of volunteering and fundraising at the University, and promote different charities. It requires you to take the initiative, be communicative, and, most of all, be passionate. You work with the Careers Team and the Communities Officer to ensure all causes and careers are explored.



POSTGRADUATE OFFICER



The Postgraduate Officer exists to represent the needs of postgraduate students and EDGE learners to the SU & University. This role is fairly open right now and can be developed by the elected officer. They work as the lynch-pin between the different sets of students and the staff.

KEY RESPONSIBILITIES	<ul style="list-style-type: none">● Represent the needs of the postgraduate students and EDGE learners to the Union and by extension, staff.● Contribute to more integration between the postgraduate and undergraduate cohorts.● Work with the relevant staff to create a programme of activity for the growing postgraduate community.
WEEKLY TASKS	<ul style="list-style-type: none">● Keep the Whatsapp group and other forms of communication up to date.● Attend the weekly SU General Meeting.● Listen to postgrad and learner thoughts on development.
KEY DATES	<ul style="list-style-type: none">● Welcome Week.● Beginning & end of semester.● Summatives & dissertations.

TLDR

The Postgraduate Officer works to be a voice for postgrad students and EDGE learners on the Union. They work with other Officers, students, and learners to advertise events, encourage collaboration, and enthuse different groups of people together.

PRESIDENT



Chair NUSU Committee, Chair NUSU Advisory Board, manager & face of NUSU London, responsible for Union development and bringing student concerns to the highest levels of University management.

KEY RESPONSIBILITIES

- Develop the vision and follow the Union strategy, helping all Officers set and fulfil their delegated visions.
- Call and chair Union Committee meetings; ensuring an agenda is circulated prior to each meeting.
- Be the counter-signatory for the Union's bank account, alongside the Vice President.
- Call, organise and announce referenda.
- Encourage student engagement in the Union Committee's work.
- Provide the CEO, Dean and University Board with an update on the Union's work at each NU London Board of Governors Meeting.
- Work to ensure communications between students and staff are existent and efficient.
- Represent the Union when interacting with external bodies.

What this means in practice:

- You manage and support all other officers in their work.
- You are the Chair of the NUSU London Advisory Board and of the Union Committee.
- You are a member of the Academic Board, Sustainability Committee and of the Northeastern London Board of Governors.
- You have to approve all payments the Union makes.
- You speak to and understand student concerns and discuss / work on these with the University to bring about change.
- You have consistent engagement with University staff, particularly with the: Head of Student Life; Director of Academic Services; Director of Finance; Dean; Associate Dean for Teaching & Learning; and multiple other staff members, regularly.
- You meet with NUS, Northeastern Boston staff and any others who wish to discuss student life, affairs or Union development.
- You work to meet goals set by the Strategy document and set targets for Officer.
- Key skills needed: Organisation, Time management, Patience, Commitment, Driven, Leader, Team player, Passion.

WEEKLY TASKS

- A mix of meetings and administrative tasks (~ 40/60 split).
- Typically attending one event per week.
- Typically hours are on weekdays, as a lot of the work is 'right now' rather than being able to wait until the weekend.
- Chair the weekly SU General Meeting.
- Bi-Weekly 2-1 with Deans.
- Weekly 1-1 with Head of Student Life, Vice President, Media Officer, and Administrator.
- Call with NUS.
- Admin is predominantly emails, meeting preparation, or research for different projects.
- Meetings with externals to discuss new opportunities at the university.
- Responsibilities can be lower in the semester breaks, but there will still be tasks to complete.

KEY DATES

- Quarterly Northeastern London Board of Governors meeting
- Half-semesterly Academic Board meeting
- Weekly SU General Meeting
- 1-1s with the Union
- Exam season
- End of semester event
- Welcome Week
- Welcome Back Week (January)
- Bar Nights and other events
- NUS Conference
- Bi-annual Sustainability Committee
- SU General Election

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 externals, people in the Senior Management Team, and beyond.