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Student Transitions Co-Creation Officer

Description

Role

The University's new Student Experience Division has started a project looking directly into what transitions University students go through (and struggle with) when moving from 1st to 2nd year. We are looking for a current student of the University to join our team on a part-time basis for 2.5 months, with the potential provision of being extended (after the exams period).

We would particularly welcome students with an interest in service design, service excellence and user centric support, and we welcome candidates from all disciplines, UK or international, and from all undergraduate levels of study.

You will be based in the Student Experience Division, which is leading changes focused on the student user experience at Warwick. The department designs and delivers activities in partnership with teams across the institution to improve the student support we provide at different stages of the university journey.

By applying for this role you are consenting to your contact details being shared with the hiring manager(s).

Duties and responsibilities

The Student Transitions Co-Creation Officer will work with support from Student Experience staff, and in partnership with students, the Students' Union and other university teams, to:

Details

Reference

1072613

Branch

University of Warwick

Start date

08/01/2024

Duration

2 Months

Hours and days

A minimum of 5 hours per week to be committed to the work. Days to be chosen based on prior time commitments (academic), but with flexibility where possible.

Dress code

Smart Casual

Pay

Rate of pay

£13.93

- Support the objectives of the 1st to 2nd year transitions project.
- Promote the project and engage with project stakeholders.
- Organise and support the promotion, logistics and delivery of large-scale deep-dive workshop sessions with students.
- Co-lead focus groups.
- Collate findings and create written reports.
- Present the findings verbally in relevant meetings.
- Build and test potential new support provision supporting the 1st to 2nd year transition.
- Carry out other tasks as directed by the project lead.
- Participate in relevant Student Experience meetings and activities as a member of our team.

Holiday rate

£1.68

Skills and experience

- A passion for improving students' experience through University, particularly the key transition points.
- A strong interest in user centric design and user experience, and using data for insight.
- Strong analytical skills, with the ability to draw conclusions and recommendations from information available.
- A creative approach to solving problems and developing ideas in a diverse team.
- Excellent team working skills, reliability and professionalism.
- Excellent verbal and written communication skills, with the ability to explain complex ideas.
- A positive attitude towards leading and directing a group of people in a workshop situation (no prior experience here necessary- we'll work with you on that).
- Excellent problem-solving skills.
- Personable, approachable and flexible.
- An organised approach and ability to prioritise and adhere to deadlines.
- Excellent IT skills.

Location

Hybrid working, with the ability to be on campus when required.

Additional information

- Predicted contract dates: 08/01/2024 - 15/03/2024
- Predicted interview date: 04/12/2023 - 06/12/2023
- Advert closing date: 29/11/2023

To apply, please submit your CV and a one-page cover-letter with three subheadings:

1. Why are you interested in working in a student experience role?
2. What interests you about the subject of transitions?
3. Please share something you're passionate about, whether that's hobbies, interests, extra-curriculars or anything else you can think of!

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