

Bangor University  
Halls of Residences

## **Campus Life Co-ordinators**

The University Halls of Residence is seeking to appoint a team of Campus Life Coordinators who will assist the Residential Team in the smooth running of the Campus Life Events on our residential sites.

Campus Life is a social and inclusive community for all residents of University Halls, it's a calendar of events held over the course of the year and is designed to foster a close residential community.

Over the past few years our activities have included bake-offs, film nights, karaoke, murder mystery nights, kayaking, and our famous hot chocolate mornings and Sunday roasts. We run a host of events but the team are always open to any new ideas or suggestions to ensure its success.

Campus Life Coordinators may be undergraduate or postgraduate students, and will be expected to work on average approx. 40 hours per month between September and June; in return they will receive rent free accommodation in a single study bedroom in one of our Halls of Residences. (Approximate value £5,000)

Cover will also be required over the summer vacation and there will be an opportunity during the year for coordinators to apply for these posts.

Postgraduate students may remain in Halls over the summer period by further arrangement.

The attendance at specified training programmes is a compulsory requirement of the appointment.

### **PERSON SPECIFICATION – CAMPUS LIFE COORDINATOR**

- Enthusiastic, Sociable and outgoing individual
- Ability to relate to students with different cultural and social backgrounds
- The ability to communicate effectively, both orally and in writing
- Knowledge of event planning and a high level of organisation and time management skills
- Good interpersonal skills with the ability to develop effective relationships with colleagues at all levels of the University

## **JOB DESCRIPTION - Campus Life Coordinators**

Main duties:

- To assist the Head of Residential Life, Residential Life Coordinator and the mentor Team in developing a cyclical, vibrant and inclusive campus life experience for students.
- Monitor and update the Campus Life social media platforms, halls notice boards and University notice boards.
- Contribute to the marketing and engagement plan for Campus Life.
- Assist in developing activities for enhancement of Campus Life including themes such as Sustainability, Culture, Community and Life Skills.
- To be an advocate of our status as a Green University and support the environmental campaigns we run throughout the year.
- To recruit student representatives in each hall or block.
- To advise all students new to the University about the villages, the University and community facilities. To assist in fostering a healthy, friendly community spirit, promote and participate in the activities of Campus Life.
- To provide, advice and support as may be required, but within the scope of the role of a Campus Life coordinator.
- To report all incidents, accidents, near misses in line with the Halls of Residence Health and Safety Policy.
- To attend weekly team meetings.
- To attend training events as designed for Campus Life Coordinators.
- To respond to any reasonable requests from the Residential Life Team.
- To conduct oneself in a manner befitting that of a representative of the Residential Life Team, the Halls department and the wider University.

Please apply in writing by sending an application form, outlining your experience to [campuslife@bangor.ac.uk](mailto:campuslife@bangor.ac.uk)

For more information about the post please contact Deirdre McIntyre at [campuslife@bangor.ac.uk](mailto:campuslife@bangor.ac.uk)

Closing date for applications: 6<sup>th</sup> February, 2019.

***Committed To Equal Opportunities***