

# Role Description for International Officer

<b>Job Title</b>	<b>International Officer</b>
<b>Location</b>	<b>University of Leicester Students' Union, LE1 7RH</b>
<b>Salary</b>	<b>£12 an hour plus Holiday Pay – 7 hours a week for up to 35 weeks of the Academic Year</b>
<b>Role Purpose</b>	<ul style="list-style-type: none"><li>• To represent the interests of all international students and support their integration into University life.</li><li>• To run appropriate campaigns and events specific to international students.</li></ul>

## Welcome to the Students' Union!

The Students' Union is an empowering, innovative and inclusive student-led Union; championing your interests and providing a community that is home away from home.

Students decide who will run and lead the Union so elections provide the chance to be part of something big, have some fun, and shape the Students' Union.

## Main Duties and Responsibilities

- Represent the interests of all International students and support their integration into University life and into Leicester.
- Encourage the engagement of International students with the Leicester Students' Union.
- Coordinate campaigns for International students' views.
- To regularly talk and listen to International students of the University of Leicester.
- Complete the engagement circle by ensuring all activities and outcomes are fed back to International students.
- Be responsible for communication with International students.
- Maintain and promote Union policies to International students.
- To attend Academic Council meetings.

## General

All Part Time-Officers will: -

- Be a representative of student views to the University and to external bodies.
- Support the Union on priority campaigns.
- Regularly talk and listen to the specific demographics of membership of the Leicester Students' Union.
- Complete the engagement circle by ensuring all activity and outcomes are fed back to the membership of the Union.
- Work in collaboration as appropriate with the Executive and other Part-Time Officers.
- Maintain and promote Union policies.
- Attend relevant Council meetings and regular Part-Time Officer Team meetings.