

GSA Internship

Department: Representation and Democracy

Title: Student Engagement Internship

Role Overview:

Representation is at the heart of everything the GSA does and the introduction of this dedicated student engagement internship means that we can continue to build upon our engagement with postgraduates across the University of York. The successful candidate will be responsible for supporting the Representation and Democracy Coordinator with the GSA elections and engaging with postgraduate students as part of our strategic review process.

As a caveat, the intern must not be standing in this year's GSA elections.

Reporting to: GSA Representation and Democracy Coordinator

Salary: £8.21p.h. (National Living Wage)

Hours of Work: 20 hours per week

Duration of Post: 10 weeks

Start Date: Tuesday 23rd April

General Duties:

- To assist in the the development, production and distribution of election promotional materials.
- To support the Representation and Democracy Coordinator in the production and implementation of election briefings and reports.
- To liaise with the postgraduate student membership to gather data and research, via the use of workshops, focus groups and other means.
- To support the Events and Communications Coordinator in the running of the GSA Hustings and other events.
- To provide all round democratic support for the GSA Staff Team during the elections.

This list is not exhaustive and the post holder will be expected to carry out other tasks commensurate with the level of the post. You will be expected to work some evenings and weekends.

Personal Specification

Qualifications:

Essential

Undergraduate Degree

Must be undertaking a postgraduate qualification

Knowledge and Experience:

Essential

Understanding of the issues currently facing postgraduate students

Experience of organising and planning large, creative projects

Experience of working with people from a wide range of diverse backgrounds

Experience of undertaking research

Excellent communication and interpersonal skills

Ability to manage your own time effectively

Flexible in your approach to work

Desirable

- Strong attention to detail
- Proficiency in a range of MS Office programs
- Able to work independently and as a group
- Ability to take the initiative
- Appreciation of Democratic Processes
- Teammplayer
- Proficiency with Social Media Platforms (i.e. facebook, twitter, hootsuite, instagram, wechat etc.)

About the GSA:

Established in 1965, the Graduate Students' Association is one of only three specialist postgraduate unions in the country. We're an independent charity (Reg: 1142381) and the primarily representative body for all registered postgraduate students at the University of York, representing almost 6,000 Masters and PhD students at the University.

Our membership is extremely diverse, with students aged 21 to 85 years of age, and over 60% of our members coming from outside of the UK. We also have a growing number of distance and part-time learners. Engaging with and providing services for such a diverse population is a challenge, but one the GSA rises to each year. The GSA represents postgraduate views on university committees, provides academic and welfare support and advice on all postgraduate matters, and aims to provide a social community for postgraduates through our dedicated postgraduate welcome week, regular trips, events and sport sessions.

To apply, please send a CV and Cover Letter to representation@yorkgsa.org that addresses the personal specification. The closing date for applications is **Friday 29th March**. The dates for interviews would be **Thursday 11th and Friday 12th April**.