

SSC Societies Officer

April - March, Part-Time, Voluntary

Aim

The role is to convene the Societies Committee and ensure business runs smoothly

Key responsibilities

What you will be doing:

- Convene and chair meetings of the SSC Societies Committee
- Encourage the affiliation of new societies
- Confirm affiliated societies meet the requirements of their Affiliation Agreements
- Serve on the SSC
- Review policy surrounding the Associations' Relationship to societies
- Compile the Societies Directors and Societies Handbook in conjunction with the Director of Student Development and Activities.

How you will be doing it:

- Host a weekly drop in clinic for society related queries
- Liaise with all societies, the University, the Director of Student Development and Activities and other elected officers
- Maintain communication with affiliated societies
- Maintain working knowledge of society interactions with the Association
- Attend SSC and Societies Committee meetings

Useful skills and characteristics

- Ability to work with many items of business at once
- Be adaptable and communicative
- Have good organisational and time management skills

Skills you can expect to learn/develop

- Improve skills in policy review and pursuing items with external bodies
- Develop your communication and liaison skills
- Great experience for your CV
- Opportunities to meet a wide number of students
- Gain experience working in the third sector

Expected time commitment

On average, you will spend 10-15 hours a week on this role

Eligibility

Any matriculated postgraduate student of the University of St Andrews is eligible to nominate themselves for the position of SSC Societies Officer, as long as they are in good standing with the University and Students' Association.

Further questions

Please email the current holder of this post on socs@st-andrews.ac.uk if you have any questions about this role.