**SHEFFIELD HALLAM STUDENTS’ UNION**

Job Description: Student Staff

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. **Job Title:** **STUDENT DESIGN ASSISTANT**
2. **Grade:** Meets National Minimum Wage
3. **Responsible to:** Graphic Designer
4. **Purpose of Post:** To support in the delivery of services that enable Sheffield Hallam Students' Union to be the outstanding organisation in the UK for supporting and inspiring students.

The Brand Development team is seeking a creative and motivated design student to support and contribute to the work produced by the design function at Sheffield Hallam Students’ Union. You will add fresh ideas to new projects and form part of a team that works closely with all other Students’ Union teams and departments. You will work up to 14 hours per week on a flexible basis, as agreed by the Graphic Designer.

**Hours:** Typically up to 14 hours per week, dependant on workload

**5. MAIN DUTIES AND RESPONSIBILITIES**

**Student Staff common requirements**

A commitment to Sheffield Hallam Students' Unions core values which include:

**Passion**: You should be passionate about ensuring your work helps to ensure a great experience for students who engage with Sheffield Hallam Students' Union.

**Honesty**: You should display absolute integrity in your interactions with students, customers and colleagues.

**Dedication:** You should be dedicated to the Students' Union and ensure you uphold your commitments within your role.

**Innovation**: You should be comfortable coming up with new ideas to improve the service we deliver to Sheffield Hallam students.

**Diversity**: You are committed to providing a flexible, adaptive and excellent service to all our students and customers.

**Role Specific Responsibilities:**

* Assist the Graphic Designer in all aspects of design work for the Students’ Union, including designing and art working materials both for print production and digital media, using software such as InDesign, Illustrator and Photoshop.
* Help source and liaise with suppliers to quote for and supply printed materials.
* Take existing artwork and resize it in to various formats for different media channels.
* Contribute ideas and concepts during formative stages of projects, and feed them in effectively to the Graphic Designer.
* Work effectively as part of the Brand Development team and contribute to supporting all Students' Union departments in the delivery of activities and events.
* Other related tasks as and when required.

**PERSON SPECIFICATION**

**Job Title: STUDENT DESIGN ASSISTANT**

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|  | **Personal Attributes required (based on the Job Description)** | **Essential (E)/ Desirable (D)** | **Tested by** |
| **1**  1.1  1.2 | **Qualifications/training**  Must be registered on a Graphic Design or related course at Sheffield Hallam University.  Willingness to undertake any training necessary to improve performance/Service | **E**  **E** | Application Form/Interview  Application Form/Interview |
| **2**  **2.1** | **Experience**  Knowledge of design principles and a passion for design | **E** | Application Form/Interview |
| **3**  3.1  3.2  3.3  3.4  3.5  3.6  3.7 | **Skills**  Be passionate about the Students' Union and what it stands for and commitment to its core values  Possess a genuine interest in making a positive contribution to the overall student experience at Sheffield Hallam Students' Union  Excellent organisational skills and the ability to prioritise workload and manage own time.  Be competent in the use of software such as Illustrator, InDesign and Photoshop  The ability to communicate with a wide range of people  Able to work unsupervised and on your own initiative  Excellent written, verbal, presentation and communication skills and ability to communicate with a diverse range of people | **E**  **E**  **E**  **E**  **E**  **E**  **E** | Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview |

Date: May 2017