### University of York & YUSU

**Head STYC (2nd & 3rd Year Contact)**

**Role Description**

**Purpose**
To represent the University of York and Vanbrugh College as a guide, mentor and role model, in order to welcome new students to the college and to the University of York, and aid their transition to university.

**Main Duties and Responsibilities**

To undertake a variety of tasks and duties to welcome first year students to the University of York, which include:

- Oversee and support STYC teams, ensuring they are fulfilling their role; organising duty rotas and breaks as well as ensuring that STYCs meet the commitments they have made.
- Ensure clear and consistent communication between STYCs, Welfare Committee members and Vanbrugh College staff and tutors.
  - Accompany Freshers to the events and activities that they wish to participate in, ensuring they are able to gain access.
  - Be fully aware of the University’s support services and the escalation procedures for students in need of welfare support, and to signpost Freshers to the appropriate information and support they may need.
  - Ensure all Freshers are provided with information about, and offered support in finding their way around, the city and the university campus.
  - Be a point of contact for Freshers, relaying messages and information from your CSA/JCRC and the organisers.
  - Ensure Freshers are accompanied to buses or taxis at the beginning and end of evenings out.
  - To welcome new students and their families to Vanbrugh College and the University of York and to assist students to move into their residence blocks, with the agreement of the student.
  - Be an ambassador of Vanbrugh College, YUSU and the University, providing information about events throughout the week.
  - Take an active role in providing student feedback to your College, YUSU and the University.
  - Support Vanbrugh College staff, tutors and JCRC representatives with any tasks associated with Freshers Week
  - Be able to support Freshers’ in getting the appropriate assistance in the event of an emergency.
  - To be fully aware of the University of York’s rules and regulations and to ensure that no misinformation is passed on to new students with regards to compliance with these regulations.
  - To attend all required training sessions.

**Person Specification**

- A good knowledge of the University of York, YUSU, the city and the support services available to students
- Excellent communication skills.
- Able to work as part of a team.
- Head STYCs need to be reliable and punctual at all times.
- Able to follow instruction from Head STYCs and staff members.
- Friendly and approachable.
- Able to rise to the challenge of difficult situations and use common sense.
- Previous participation in extracurricular activities is desirable but not essential.
- Able to relate to, and meet the needs of, the diverse student population including but not limited to, international students, students with disabilities and mature students.