

Arrivals Staffing

Opportunity Title	Student/ Staff	Duration	Number Required	Shift Options	Location	Tasks	Specific Requirements
Visa Check Point Assistants	Staff (Comms to Admissions, HR, Unitemps and ELTU)	15 Sept - 28 Sept	16-20 per day	<ul style="list-style-type: none"> • Mon – Thu 8.30am-6.30pm • Fri 8.30am-4.30pm • Half day shifts available • 2 days min per week 	Charles Wilson Sports Hall	<ul style="list-style-type: none"> • Checking of visa documents to ensure eligible to study in the UK • Scanning of documents 	<ul style="list-style-type: none"> • Must be security checked • Mandatory training in July (2 sessions, 2hrs each)
ID Check Assistants	Staff (Comms to Admissions, HR, Unitemps and ELTU)	15 Sept - 28 Sept	10 per day	<ul style="list-style-type: none"> • Mon – Thu 8.30am-6.30pm • Fri 8.30am-4.30pm • Half day shifts available 	Charles Wilson Sports Hall	<ul style="list-style-type: none"> • Checking passports • Printing ID cards 	<ul style="list-style-type: none"> • Briefing with Accommodation teams
Accommodation Welcome Team	Staff	22 Sept - 23 Sept	23 per day (covers Oadby & City)	<ul style="list-style-type: none"> • Sat – Sun 10.00am-4.00pm • Half day shifts available 	Oadby halls City halls	<ul style="list-style-type: none"> • Welcoming new arrivals and parents • Signposting • Assisting with inquiries • Helping with setup 	<ul style="list-style-type: none"> • Briefing on the day of the shift
Police Registration Assistant	Staff	4, 5, 8, 12 Oct	Unsure (may not be needed but checking with Police)	TBC	On campus	<ul style="list-style-type: none"> • Check documents and paperwork • Register international students with the Police 	<ul style="list-style-type: none"> • Training needed
Pilot Visa Assistant	Student	TBC	TBC	TBC	On campus	<ul style="list-style-type: none"> • Check documents and paperwork • Scanning documents 	<ul style="list-style-type: none"> • Training needed



Telephone Campaign Callers	Student (Peer mentors)	August	12 (may change depending on courses/ subjects)	TBC	On campus	<ul style="list-style-type: none">• Calling new starters prior to arrival• Helping with inquiries• Welcoming to the University before they start• Discuss any concerns and student life here	<ul style="list-style-type: none">• Training needed
Welcome Team	Student	22 Sept - Oct	25 per day	Various	On campus	<ul style="list-style-type: none">• Welcome new students and parents to campus• Delivering campus tours• Signposting• Assisting with inquiries• Promoting events and activities• Assisting with set up and breakdown of events• Supporting event delivery	<ul style="list-style-type: none">• Mandatory briefing needed a week prior to start of welcome week