**Arrivals Staffing**

<table>
<thead>
<tr>
<th>Opportunity Title</th>
<th>Student/ Staff</th>
<th>Duration</th>
<th>Number Required</th>
<th>Shift Options</th>
<th>Location</th>
<th>Tasks</th>
<th>Specific Requirements</th>
</tr>
</thead>
</table>
| Visa Check Point Assistants       | Staff (Comms to Admissions, HR, Unitemps and ELTU) | 15 Sept - 28 Sept | 16-20 per day  | • Mon – Thu 8.30am-6.30pm  
• Fri 8.30am-4.30pm  
• Half day shifts available  
• 2 days min per week | Charles Wilson Sports Hall | • Checking of visa documents to ensure eligible to study in the UK  
• Scanning of documents | • 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     | • Mon – Thu 8.30am-6.30pm  
• Fri 8.30am-4.30pm  
• Half day shifts available | Charles Wilson Sports Hall | • Checking passports  
• Printing ID cards | • Briefing with Accommodation teams |
| Accommodation Welcome Team        | Staff           | 22 Sept - 23 Sept  | 23 per day  
(covers Oadby & City)  
Sat – Sun 10.00am-4.00pm  
Half day shifts available | • Welcoming new arrivals and parents  
• Signposting  
• Assisting with inquiries  
• Helping with setup | Oadby halls  
City halls | | • 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) | • Check documents and paperwork  
• Register international students with the Police | On campus | | • Training needed |
| Pilot Visa Assistant              | Student         | TBC               | TBC             | • Check documents and paperwork  
• Scanning documents | On campus | | • Training needed |
<table>
<thead>
<tr>
<th>Role</th>
<th>Grade</th>
<th>Start Date</th>
<th>Duration</th>
<th>Location</th>
<th>Responsibilities</th>
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| Telephone Campaign Callers    | Student (Peer mentors) | August     | 12 (may change depending on courses/subjects) | TBC     | - Calling new starters prior to arrival  
  - Helping with inquiries  
  - Welcoming to the University before they start  
  - Discuss any concerns and student life here |
| Welcome Team                  | Student | 22 Sept - Oct | 25 per day | Various | - 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  
  - Mandatory briefing needed a week prior to start of welcome week |