



## UCD Estate Services Seirbhísí Eastáit UCD

# Campus Assistant Job Description 2025

UCD strives to be an inclusive University where students feel welcome and have a sense of belonging. We place great value on the student experience and providing opportunities for students to engage with all that UCD has to offer.

In this context, UCD Estate Services are looking for friendly and enthusiastic students who are available to work on campus in the evening and weekends as Campus Assistants. Campus Assistants are expected to be proactive, to take personal responsibility, and contribute to a team in which effective communication and reliability are essential.

The primary role of our Campus Assistants is to foster a sense of belonging for the students who live and study on campus and to ensure that students have a positive experience of student life. This involves the design and delivery of events to provide students with regular opportunities to connect, socialise and make friends.

Campus Assistants will support Estate Services staff to deliver a comprehensive programme of activities for students living and studying on campus including but not limited to:

- Sports activities e.g. 5 a-side football, pool tournaments, casual hurling, sports day etc.
- Arts activities e.g. art club, book club, baking club, cooking demonstrations, cultural visits to theatres, galleries, Dublin walking tours etc.
- Wellbeing activities e.g. woodland walks, cycling, motivational speakers, couch to 5k, meditation etc.
- Events in the UCD Village e.g. bingo, table quizzes, comedy night, ResLife Ball, Super Bowl etc.
- Off-site experiences e.g. visits to City Centre tours, Glendalough, Dublin mountains, Avondale, Galway etc.
- We are also looking for Campus Assistants to support the administrative elements of event organisation, social media and marketing.

In addition, Campus Assistants may be offered additional shifts to support UCD Estate Services with a variety of tasks across the campus e.g. fire safety checks, room audits, summer business, campus-wide events etc.

Appropriate training will be provided for successful candidates.



# UCD Estate Services

## Seirbhísí Eastáit UCD

### **Principal Duties & Responsibilities:**

#### **Events, Activities & Community Building:**

- Contribute to the Reslife programme with ideas and help to organise, promote and host social events and activities covering a diverse audience and range of interests.
- Approach and engage with students to encourage their participation in events and activities.
- Encourage and promote equality, diversity and inclusion through Reslife events and activities.
- Help foster a culture of respect for each individual student within the wide and diverse UCD community.
- Prepare and distribute marketing material
- Engage, promote and have a voice in initiatives designed to enhance the campus living experience e.g. Healthy UCD, Green Campus, UCD Dignity and Respect etc.
- Assist with University events such as open days, orientation, student arrivals and inductions etc.
- Update and maintain departmental records and databases in accordance with GDPR.
- Report back student feedback and evaluate activities.

#### **Other Duties:**

- Campus Assistants will operate within a large and diverse team (UCD Estate Services) and will therefore support campus and residence operations as required including tasks such as post-delivery, fire checks, customer service, event support etc.
- Recognise the boundaries of the Campus Assistant role and refer students to appropriate services by signposting and escalating issues/incidents appropriately.
- Assist the Duty Manager or their nominee to help students to be aware of the expected standards of behaviour and policies.
- Attend regular meetings as required.

#### **Eligibility Criteria:**

- Campus Assistant positions are open to UCD students who will be enrolled in the 2025/26 academic year as a full-time undergraduate student in their second year or above, or postgraduate students at any level, and in good standing.
- There is no requirement to live on the UCD campus, but you must have the ability to travel effectively to and from your place of work.
- You must be available to attend training on campus from August 25th - 27th 2025



## UCD Estate Services Seirbhísí Eastáit UCD

- **You must be available to work throughout the two-week check-in periods preceding the Autumn and Spring trimesters.**
- You will typically work 2 shifts per week between 4 and 8-hour durations.
- You must be able to fully commit to the role for the duration of the academic year (Autumn and Spring trimester) and be able to balance the competing demands of work and study.

### **Expected Attributes:**

- Excellent interpersonal and communication skills.
- Capacity to engage with people from diverse backgrounds.
- Ability to approach people you do not know.
- High levels of enthusiasm and energy.
- Can demonstrate ability to work in a team.
- Capacity to serve as a role model for other students.
- Positive approach to organising and delivering activities.
- Knowledge of your chosen team's area (eg Sport, Content creation, The Arts...)
- A proven track record of committed community-based work or volunteerism e.g. participation in a club, society or charity work in UCD or elsewhere.

### **Desirable:**

- Customer service skills
- Familiarity with student supports available within UCD.

### **Terms & Conditions:**

- Campus Assistants will be paid an hourly rate of €14.00 (Rate subject to periodic review)
- Campus Assistants may avail of a room on campus in a shared bathroom facility at the standard accommodation rates. However, it is not a requirement for Campus Assistants to live on campus.