

# CORK INSTITUTE OF TECHNOLOGY

## STUDENT SERVICES

### STUDENT LEADER

Each year, CIT organises a Registration & Orientation Programme for incoming first years. The aim is to promote a positive adjustment into the Institute, to help students make friends and develop a support group, to involve students in the life of the Institute and to introduce students to the different services and supports available.

#### **ROLE OF STUDENT LEADER**

A Student Leader will be a member of the CIT Student Services Team and will assist in the provision of services designed to meet the needs of students.

#### **Key Duties:**

- Provide essential information to all students to support a seamless transition during the Registration & Orientation process,
- Excellent communication skills
- Ability to lead and assist all students in contributing towards a positive student experience.
- Strong interpersonal skills.
- Demonstrate evidence and ability to work as part of a team.
- Genuine interest in all aspects of student life and a concern for the wellbeing of the students.

#### **Persons appointed will be expected to:**

- Liaise on a daily basis with students, staff and key stakeholders to answer any of their queries or concerns.
- Wear the CIT Student leader T-Shirts and/or hoodies together with the name tags provided.

#### **SALARY SCALE: €11.31 PER HOUR**

The successful candidate will be contracted part-time from mid - August – May 31st for up to 12 hours per week except on college holidays when a student can work up to 37 hours per week. Applicants must be a fully registered CIT student during the academic year 2018/2019. A timesheet will have to be completed on a weekly basis and signed by the Student Services Manager and forwarded to the HR Department.

Please note you will be paid a week in arrears.