



Role description: International Students' Association (ISA) Membership Officer

This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

<p>Role: ISA Membership Officer</p>	<p>Department: Advice & Representation Centre</p>
<p>Description: The Membership Officer will assist in recruiting more active members within ISA activities and maintain the relationship with members. They will also actively encourage freshers and postgraduate students to get engaged with the ISA.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • To recruit students to become involved members in ISA activities. • To recognise volunteers. • To keep track of member participation for awards and other participation data. • To help organise a wide range of socials • To coordinate with hall reps and the PGA • To ensure that the ISA is representative of its members 	<p>Time Commitment: One academic year minimum.</p> <ul style="list-style-type: none"> • ISA Executive meeting every month – 1 hour plus preparation. • Liaison with members of relevant Students' Union and University bodies, as appropriate. • 2 hours per year, three times per year, attending the International Forum
<p>Opportunities:</p> <ul style="list-style-type: none"> • Develop interpersonal skills • To organise socials • To recruit and support volunteers 	<p>Venue: No single venue, but the International Coordinator is based in 1E3.5</p> <p>Supported by:</p> <ul style="list-style-type: none"> • International Coordinator • SU Community Officer • SU President <p>Training:</p>

	<p>In-house training from Skills Training, Advice & Representation and the Societies team in:</p> <ul style="list-style-type: none"> • General Admin. • Finance. • Democracy. • Running events. • Website & publicity. 				
<p>Useful previous experience:</p> <ul style="list-style-type: none"> • Organisational skills. • Written and verbal communication skills • Time management 	<p>Benefits:</p> <ul style="list-style-type: none"> • Make your own mark on a student group. • Enhance your CV. • Gain skills to enhance personal development. • Meet new people. 				
<p>Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)</p>					
Written communication	✓	Teamwork	✓	Financial management	
Verbal communication	✓	Time management	✓	IT	
Delegation		People management	✓	Marketing	✓
Decision making	✓	Negotiation	✓	Planning	✓
<p>For further info contact: International Coordinator 1E3.5 international@bath.ac.uk 01225 385887</p>			<p>Website: www.bathstudent.com/isa/</p>		