

Role title: Freshers Week Crew	Election or Recruitment Process: Online application/sign up
Department: Commercial	Key staff link: Director of Commercial
Role Description: To undertake a variety of tasks and duties to welcome first year students to Newcastle University which include: <ol style="list-style-type: none"> 1. Accompany Freshers to events and activities, ensuring they are able to integrate fully and are able to access the information and support they need 2. Ensure all Freshers are offered support in finding their way around the city and the university campus 3. Be a point of contact for Freshers and supervisors, relaying messages and information from the University, NUSU and the organisers to Freshers 4. Undertake transport duty to ensure Freshers are able to gain transport home, or to events, as provided by the FW drivers 5. Assist students to move into halls, with the agreement of the student 6. Give guidance on being a student at Newcastle University and provide information to assist students in settling in and finding their way around campus 7. Be an ambassador of NUSU, promoting the work of the Union and feeding back any issues from students. Take an active role in providing student feedback to NUSU. 8. Assist in tasks for setting up Freshers Week events. This includes bag packing, helping with activity sign up, litter duty and various tasks for decorating the Union building for evening events 9. Be a point of contact and support for any Freshers who may need assistance in an emergency. Follow directions given at training on what to do in such situations and when to refer to supervisors, staff or the emergency services. 	
Key skills gained: <ol style="list-style-type: none"> 1. Organising groups of people and teamwork 2. First Aid training and emergency procedures 3. Problem solving 4. Communication skills 5. Use of initiative 	
Qualities we need of crew: <ol style="list-style-type: none"> 1. Excellent communication skills 2. Able to work as part of a team 3. Crew members need to be reliable and punctual at all times 4. Able to follow instruction from supervisors, organisers and staff members 5. Friendly and approachable 6. Able to cope in difficult situations and use common sense 7. Previous participation in extra-curricular activities is desirable 8. Able to relate to and meet the needs of the diverse student population including international students, students with disabilities and mature students 	