**Durham Students’ Union**

**Job Description & Person Specification**

**Role:** ‘Study Surgery’ Workshop Facilitator

**Responsible to:** Student Adviser

**Main Purpose of the Job:** To deliver a series of academic themed workshops to Durham students

**Salary:** £9 p/h

**Hours**: approximately four hours (plus one hour training session)

This position is a paid opportunity for a current Durham University student to deliver ‘Study Surgery’ Workshops to their peers, with a focus on the issue of plagiarism and how to avoid it. They are expected to attend a training session prior to the main workshops and to split the work with another facilitator(s) in delivering the workshops for a total of four sessions between Epiphany and Easter term 2020.

**Main duties & responsibilities include:**

* Deliver ‘Study Surgery’ Workshops during Epiphany and Easter term 2020
* Effectively communicate guidance and tips to students who are approaching their summative deadlines and examinations
* Be familiar with the support available at Durham SU Advice Service and appropriately signpost students to the service as needed

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Personal Criteria** | | |
| A current Durham University student | X |  |
| **Experience** | | |
| Facilitating, presenting, or teaching groups of peers or students | X |  |
| Using presentation software such as PowerPoint or Prezi | X |  |
| Experience working in an advice capacity (e.g. Citizens Advice, Samaritans, law firm, etc.) |  | X |
| **Knowledge and Skills** | | |
| Knowledge of the Durham University context |  | X |
| Firm grasp of best practice with regard to referencing and acknowledgements in assessments | X |  |
| **Talents and Attitude** | | |
| Proactive and positive attitude to improving things for others | X |  |
| Passionate about providing support and advice to peers | X |  |
| Respect for the confidentiality and privacy of others | X |  |