



Glasgow University Students' Representative Council

Events and Promotions (PR) Team Member

(University of Glasgow Student Role – Flexible Shifts)

Location:

McIntyre Building, University Avenue, Glasgow G12 8QQ
(On-campus role – with provision for some off-site events)

Rate of Pay:

£12.60 per hour

Hours of Work:

Flexible work. Shifts allocated based on availability and event needs.

Contract Period:

October 2025 - Ongoing

Reporting to:

Marketing & Events Assistant (day-to-day)
Head of Communications & Marketing (overall)

What's the Role? – Job Description

This is a great opportunity to join GUSRC's Events & Promotions (PR) Team – a paid, student-facing role where you'll help bring life to campus through engaging events and campaigns.

You'd be the face and helping hands of the SRC at events. That means:

- **Promotions** – hand out flyers, staff stalls, chat to students about SRC services, and point them in the right direction.
- **Event support** – set up rooms, welcome people, check tickets, manage queues, hand out freebies, then help tidy up.
- **Teamwork** – attend training, follow staff guidance, and represent the SRC positively.
- **Extras** – if you've got the skills (or want to learn), you could get involved in tech support or take on extra duties at busy times.

What You'll Do

You'll be part of a student events and promo team, helping to:

Promotions & Outreach

- Distribute flyers and posters around campus
- Staff SRC stalls at fairs, pop-ups, and induction sessions
- Promote SRC services and events to other students in a friendly and inclusive way

Events Support

- Assist with room and event set-up (e.g. moving furniture, putting up signage, prepping materials) – with reasonable adjustments available as required
- Welcome and engage with attendees at events
- Help with pack-down and clean-up after events
- Support ticket checking, queue management or giveaways

Team Engagement

- Attend training and briefings
- Work as part of a team under the guidance of SRC staff
- Represent the SRC in a professional and approachable manner

Additional Opportunities

- **Tech Support:** After training, you may be offered the chance to support events with AV IT or lighting (paid at a higher rate)
- Some team members may be invited to take on additional responsibilities during peak periods

What We're Looking For – Person Specification

Essential	Desirable
Friendly, reliable, and approachable	Experience working at events or in a customer-facing role
Great communication skills	Knowledge of GUSRC and its services
Comfortable working both solo and as part of a team	Interest in events, marketing, or promotions
Punctual and professional	Experience with AV or tech setup (training will be provided)
Good availability for daytime and evening work throughout term time	

The Details

- This is a flexible role, with shifts allocated based on your availability and event needs.

- We expect high demand during key campaigns and busy periods throughout term time in Semesters 1 and 2, such as **Black History Month, Halloween, January Welcome, and Exam De-Stress (December, April/May)** to name a few.
- You may be working evening or weekend shifts depending on event schedules.
- All shifts are paid, including compulsory training.
- We welcome applications from students of all backgrounds and will provide reasonable adjustments to support accessibility in the role.

How to Apply

To apply, please complete the **application form** on the job advert page (no CVs, please) and also complete the **Equal Opportunities Monitoring form**.

Once completed, email these forms to recruitment@src.gla.ac.uk before the deadline.

Deadline: Thursday 16 October at 4pm

Interviews: Week of Monday 20 to Friday 24 October (in-person or online, dates TBC).

Start Date: Monday 27 October onwards