



Job title:	Student Activities Administrator
Working hours:	Min 5 hours per week
Rate:	Hourly rate £15.07
Reporting to:	Student Activities Manager

What's the job?

Want to use your excellent administration skills to support Exeter Students' Guild? If so, this could be the role for you.

At the Guild, student staff don't just support what we do, they help shape it.

As a Student Activities Administrator, you'll play a vital role in supporting over 300 student-led societies. You'll help keep everything running smoothly by providing high-quality administrative support to staff, committee members and other student staff members.

This is a varied role where you'll gain experience working with a range of Guild staff, while developing valuable professional skills alongside your studies.

You'll

- Support the daily activity within a busy student facing remit. Answering queries from our student leaders, build relationships with key individuals from our student groups
- Support career staff with their workstreams and be part of the team who helps shape the experience of our student leaders and society members.
- Provide administrative support for the team, including processing expenses, approving risk assessments and ensuring student activity is run safely.
- Handle confidential information professionally and in line with Guild policies.
- Support wider Guild projects and activities when needed.

What you'll bring

We're looking for someone who is organised, proactive and enjoys making things happen behind the scenes.

You'll have:

- Strong administration and organisational skills.



- The ability to manage competing priorities and meet deadlines.
- Excellent communication skills and confidence working with a range of people.
- The confidence to use your initiative and improve processes.
- The ability to manage confidential information professionally.

Why apply

This is a fantastic opportunity to gain practical workplace experience while making a real difference to student life at Exeter.

You'll develop skills in professional administration, meeting and event coordination, project planning, communication, time management and working with a wide range of staff members. You'll also gain valuable insight into how a charity is run and how a student-led organisation operates.

The role offers flexible hours that fit your studies, while giving you the opportunity to work as part of a supportive and passionate staff team.

About the Guild

Exeter Students' Guild is a charity and membership organisation that exists to help all students Love Exeter.

Everything we do is shaped by students. We provide opportunities, services and support that help students make the most of their university experience, and we're committed to creating a welcoming, inclusive community where everyone can thrive.

Our talented staff make a real difference every day by empowering students to shape their university experience and make a positive impact. We're looking for people who share our passion for student belonging and representation, and who want to be part of an organisation with an exciting future and clear purpose.

Key Dates

- Closing date: 12:00, 17 August 2026
- Shortlisting: Week commencing 24 August 2026
- Interviews: 1 and 2 September 2026
- Start date: September 2026

If you have any questions about the role, please contact activities@exeterguild.com