

**ual:** arts  
temps

Job description and person specification

**Job title**

# Job description

<b>Job title</b>	Student Project Assistant (Language As Technology)
<b>College/Exec Group</b>	UAL Arts Temps Ltd
<b>Department/Team</b>	UAL Social Purpose Lab / SPIF
<b>Accountable to</b>	Project Lead (Rhyan J. Holder)
<b>Contract</b>	Fixed Term until 31/07/26
<b>Term</b>	9 Hours Total
<b>Grade</b>	Grade 1
<b>Salary</b>	UAL Grade 1 hourly rate
<b>Location</b>	Hybrid – UAL Various Sites/Home

## Purpose of the role

To provide logistical and administrative support for the *Language As A Technology* (LAAT) project. LAAT is a Social Purpose Innovation Fund initiative focused on digital literacy for Black students at UAL, encouraging them to see themselves as future builders who can take authorship through creative coding, AI, and their own creative practice.

This role will support the smooth running of live events, participant coordination, and on-site hospitality for guest speakers during the May/June seminar series and July 3 day intensive workshops. We strongly welcome and encourage applications, particularly from Black students, including those of African, Caribbean, and mixed Black heritage, and from students with lived experience, understanding, or a demonstrated commitment to supporting Black student communities.

## Key duties and responsibilities

- Assist with the physical setup and pack-down of seminar and workshop spaces.
- Prepare and manage student sign-in sheets, registers, and data consent forms.
- Provide on-site support for guest speakers, facilitators, and project leads during live activations.
- Comfortable acting as an initial point of contact for attendees during seminars and workshops, escalating queries or issues to the Project Lead or Co-Lead where needed.
- Support the smooth running of sessions by helping with room readiness, basic logistics, and participant flow.
- Respond to practical issues on-site and escalate any concerns to the Project Lead where necessary.
- Assist with light administrative tasks linked to event delivery and participant coordination.

### **Key working relationships**

- Project Lead (Rhyan J. Holder)
- Co-Lead (Lex Fefegha)
- Guest speakers and workshop facilitators
- Student participants
- Other student support staff working across the project

### **Working Hours**

- Working hours for this role will be aligned to the delivery of live seminars and workshops.
- Current sessions are expected to take place in the afternoon, approximately **between 1:00pm and 4:00pm**, with some additional time required for setup and pack-down.
- Final timings will be confirmed in advance and may vary depending on room bookings and project needs.

### **General duties**

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the company.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the UAL Arts Temps Staff Charter and Dignity at Work Policy ensuring equality, diversity and inclusion in your work to fulfil UAL Arts Temps' obligations under the Equality Act.
- You may be required to regularly travel to other sites as necessary.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of UAL Arts Temps Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with policies and procedures, as laid down in the Financial Regulations.



# Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

## Experience, knowledge and qualifications

- Open to current UAL students and recent graduates.
- Interest in community-led digital literacy, interdisciplinary practice, or the intersection of art, technology and culture.
- An understanding of, or interest in, the aims of the *Language As Technology (LAAT)* project, particularly around authorship, visibility and access.
- Experience supporting events, workshops, teaching sessions, or community-facing activity is desirable.

## Communication skills

- Ability to communicate clearly and professionally with a diverse range of students, staff and guest speakers.
- Confidence in welcoming participants, responding to questions, and offering practical support during live events.
- Able to communicate promptly and reliably around scheduling, attendance, and task updates.

## Planning and managing resources

- Highly organised, with the ability to manage multiple small tasks calmly under live event pressure.
- Able to follow instructions accurately while also using initiative when needed.
- Strong time management and a reliable approach to completing tasks.

## Teamwork

- A proactive and supportive team player who takes pride in contributing to a positive participant experience.
- Comfortable working collaboratively with project leads, guest practitioners, and other student assistants.

## Student experience or customer service

- Able to help participants feel welcomed, confident, and supported throughout the session.
- Comfortable acting as a second point of contact for attendees during seminars and workshops.

## Creativity, innovation and problem-solving

- Ability to troubleshoot basic logistical or technical issues on-site.
- Able to think quickly, stay calm, and respond practically in a live environment.