# Personal Specification for Members of the Societies Executive Committee

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| Aspect | Essential | Desirable |
| Qualifications and Experience | Student of Cardiff University  Member of a Guild-affiliated Society | Committee member of a Guild-affiliated Society |
| Skills, Knowledge and Ability | Willingness to provide the highest standards of customer service  Ability to manage time and engage with commitments in a timely manner  Ability to communicate clearly to a range of different people with a variety of backgrounds  Ability to work both independently and as part of a team, and under the supervision of Students’ Union Staff  Ability to quickly assess a range of queries, deciding which to escalate to relevant parties and which you have the resources to deal with independently | Ability to confidently use different programs of Microsoft Office, in particular Word, Excel and PowerPoint  Familiarity with the cardiffstudents.com website, in particular Society admin tools |
| Relationships | A positive attitude and a desire to help people  Ability to establish professional boundaries, positive relationships with Executive Committee members and Students’ Union staff members | Ability to establish positive relationships with members and/or committees of multiple Societies |
| Personal Qualities and Attributes | A desire to enhance the student experience, and the experience of fellow members of the Societies Executive Committee  Willingness to learn and develop personal skills  The ability to be adaptable, approachable and reliable  To show initiative and resilience in all situations that arise, however unfamiliar  Willingness to adhere to and follow rules and regulations  A keen interest in the Students’ Union and the Guild of Societies | Ability to speak Welsh |
| Availability | Ability to commit to at least one three-hour shift per week of term time on the Societies desk  Availability to attend a weekly meeting of the Executive Committee, held regularly on a Monday evening at 17:30 in the Students’ Union. | Ability to commit to supporting the Guild of Societies at one-off events throughout the year, including Go Global and Variety Performances, some of which will occur in evenings. |