CoLab *empowering students*

Eight Part-time Paid Work Opportunities November 2009 – April 2010

CoLab is a value-adding, not for profit student organization providing services to students, the university, business and the local community. It is a place where University of Surrey students can develop their personal and professional skills and qualities and gain recognition for this. Visit the website to find out more about what CoLab does http://www.co-lab.eu/ .

Are you interested in contributing to SCEPTrE's programme of events, running you own workshops, networking and working with business, empowering other students by finding out what students think about all sorts of things and discovering ideas and talent through competitions?

We are looking for up to eight talented and committed students who wish to use their networking and communications skills and/or their expertise with using and showing others how to use new technologies.

The CoLab team must be passionate about sharing students' knowledge and skills with the wider community. The team will be made up of students who:
- Enjoy working hard and being creative through networking, communicating, organizing surveys, analyzing results, and organizing and facilitating events.
- Love using and show others how to use technologies like – how top make a YouTube video, use virtual worlds like Second Life, how to make a website, use business simulation software like SimVenture and things that we cant imagine

Benefits
Our technology specialists gain valuable experience of: team working; organising events for sharing expertise; developing their expertise in using the new technologies; filming and editing events.

Our networking specialists gain valuable experience of: team working; market research; working round problems; networking skills; group interviewing; analyzing results; and organising events.

You will be using your initiative and creativity as well as gaining the satisfaction of being part of a small enterprise that values students' opinions and expertise and promotes them to the wider community.
All team members will be expected to promote CoLab and extend its activities and influence.

SCEPTrE is committed to encouraging personal and professional development and learning through work. All team members of CoLab will be eligible for SCEPTrE's 'Learning Through Experience' Certificate to formally recognise the learning gained through the part-time work.

Conditions of employment
Posts will be supervised by a member of the SCEPTrE team who will provide guidance and feedback on the work as it develops. They will have the use of 'hot-desk' space in SCEPTrE offices, with the use of a networked computer and Skype video-conferencing facilities. Other SCEPTrE equipment can be borrowed and SCEPTrE learning spaces can be reserved, as required.

Payment: Up to 100 hours @ £7.50 per hour. Payment will be made via Blue Arrow.

How to apply

If you're still interested and you think you fit the bill, just **write us a letter of application <u>(no more than 2 sides of A4)</u> telling us:**

- Why you would like to work with SCEPTrE and be a member of the CoLab team.
- What technologies you use and the particular areas of expertise you would bring (for the technology specialists).
- What networking, and event or competition organizing experience you have (for the networking specialists).
- **How you match the person specification** below, giving examples from your own experiences.

Person specification

    good communicator
    self-motivated and able to respond creatively in challenging situations;
    enthusiastic and curious about how you – and others – learn;
    used to influencing/negotiating through writing, speaking, etc.;
    enjoy accomplishing tasks by working in teams and on projects;
    able to organise study and personal life so as to devote a minimum of 5 hours a week (during the first two semesters) to SCEPTrE projects and activities.

Also, please complete the brief _contact details form_ and make sure that both reach us by Monday 19th October. Please note that **we won't be looking at CVs** as part of our selection process. Send your letter and form **either** by hand to Susan Wood at SCEPTrE, Room 04AC01, **or** electronically to studentnetworkers@surrey.ac.uk.

Short-listing and interviewing

Those who are short-listed for interview will be notified by 26th October. Interviews will be held on Thursday and Friday 29th and 30th October.

We are sorry that we won't be able to contact unsuccessful applicants individually, but we will try to provide opportunities for working with SCEPTrE to those of you that indicate you are interested in volunteering.

REMEMBER TO COMPLETE THE FORM BELOW

Personal information and contact details

Full name (block caps or print)	
Home phone	
Mobile phone	
E-mail address	
Please tick here to stay on our database[1]	

Programme of study and level

Please specify the subject(s) you are studying, your year of study (1st, 2nd, post-grad, etc.) and whether you are studying full- or part-time

Placement status: are you planning for placement next year, returning from placement, not planning to go, etc?

Name of referee, with an email address and/or 'phone number

This should be your personal tutor, senior placement tutor / visiting tutor or someone who would be able to comment on your university work as well as your personal attributes. Please tell us in what capacity they know you and ask permission before giving a name – we may follow up before we contact you for interview.

Interested in Volunteering?   YES   NO

If you are unsuccessful in securing an internship would you be interested working with the SCEPTrE Team on a voluntary basis. If you are interested we will contact you when new opportunities arise.

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[1] We will only use this information to contact you about SCEPTrE activities that we think might interest you