



## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Alumni Relations Marketing and Communications Intern

**Department:** Development and Alumni Relations

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Knowledge, Education, Qualifications and Training</b>			
Educated to first degree level or equivalent	x		Application Form
<b>Skills and/or Abilities</b>			
Meeting deadlines	x		Application Form/ Interview
Prioritising workload	x		Application Form/ Interview
An excellent standard of written English	x		Application Form/ Interview
An eye for detail	x		Application Form/ Interview
Ability to work as part of a team	x		Application Form/ Interview
Ability to proactively manage own workload	x		Application Form/ Interview
Ability to think creatively	x		Interview
<b>Experience</b>			
An understanding of marketing/communications and social media.	x		Application Form/ Interview
An understanding of organising and planning events		x	Application Form/ Interview