



JOB DESCRIPTION

Job Title:	Employer Events & Digital Promotion Assistant
Department / Unit:	Careers Service
Job type	Casual, Term-Time (10 hours per week including Reading Weeks)
Grade:	RHUL 3
Accountable to:	Senior Employer Engagement Officer
Accountable for:	N/A
Purpose of the Post	
To assist in the creation, organisation, marketing and delivery of events and the promotion of vacancies to our students.	
Key Tasks	
Assist with planning, preparation, creation, marketing and delivery of events	
Record, collate and analyse engagement and other statistics	
Create and distribute digital and printed event marketing materials	
Update and maintain the events and employer database	
Other Duties	
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.	

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: Employers, alumni and students, as well as Careers Service staff and other colleagues across the college.

PERSON SPECIFICATION

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

Job Title: Employer Events and Digital Promotion Assistant

Department: Careers Service, Student and Academic Services

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Current first or second year Royal Holloway undergraduate student (not applying for a year abroad or placement year)	E		Application Form
Skills and Abilities			
Confident user of Microsoft Office applications especially Word, PowerPoint and Excel	E		Application Form, Test
Knowledge of digital content creation applications such as Adobe Creative Cloud and Canva for video and image editing		D	Application Form, Interview
Excellent written and spoken English. Ability to adapt tone and style to suit different audiences	E		Application Form, Interview, Test
Good communication skills. Confidence and ability to express yourself clearly and in a friendly and professional manner to students and colleagues	E		Interview, Test
Creative flair for producing engaging digital content for a student audience	E		Application Form, Interview, Test
Numeracy and ability to interpret basic data	E		Test
Systematic and methodical approach to tasks. Ability to prioritise, systematise and work to deadlines	E		Interview, Test

Flexible attitude. Willingness to assist with team priorities, responding to seasonal and sometimes urgent requirements	E		Interview
Teamwork. Able to demonstrate diplomacy, understanding others' perspectives and priorities and work collaboratively and with integrity	E		Interview
Experience			
Working as part of a team	E		Interview
Customer service or events experience		D	Application
Use of social media to drive engagement	E		Application, Interview
Other requirements			
Ability to undertake the duties associated with the role, including putting up posters and setting up/taking down chairs and tables at fairs	E		Interview
Available for occasional evening work, subject to prior arrangement		D	Interview