

ABERTAY SA

JOB DESCRIPTION

Job Title	Student Communication Assistant
Salary & Contract	£9.13/hour, 7 hours per week
Location	Students Association Office, Kydd Building
Organisation	Abertay Students Association (University Of Abertay Dundee Students Association (UADSA), SC036647)
Who You Report To	Student Advice Coordinator
Other People You Work with	Students Association Staff

JOB PURPOSE

The purpose of this role is to communicate and promote Abertay Students Association events and activities internally and externally. You will also liaise with the University, from time to time, to help promote stories of relevance to the student community.

RESPONSIBILITIES AND TASKS

Responsibilities include;

- Helping to implement communication strategies
- Draft and edit communications
- Assist in social media strategies
- Track project and media exposure

NOTE: This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder may be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

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	Essential	Desirable
Qualifications		
Must be an Abertay Student	X	
Skills/competencies (additional to the standard competencies)		
Innovation and creativity		X
Excellent communication and interpersonal skills: reflected appropriately across different media to different audiences, in particular including conveying complex information in an accessible way	X	
Ability to engage others by demonstrating a real interest in them as individuals		X
The ability to plan, prioritise, organise and manage a varied work load to meet deadlines	X	
Knowledge		
Clear understanding of platforms, time management and have a creative mind	X	
An understanding of the role of a Student Association within a higher education environment		X
Identify relationship and opportunities for the SA and how we can increase engagement		X
Previous experience		
Experience in coping with competing priorities and tight deadlines	X	
Experience of Social Media platforms including Facebook, Twitter, Instagram & Snapchat	X	
Personal qualities		
Energy, credibility, a positive can do attitude and demonstrable drive	X	