

UCD Societies Council Communications & Social Media Assistant

Applications are invited for the above position.

UCD Societies Council is the representative body for the interests of all student societies in UCD. Established during the 1993 academic term, the Societies Council has a current membership of over 80 recognised student societies, and is responsible for representing, advocating on behalf of, and supporting the interests and activities of student societies throughout the University community and elsewhere. UCD Societies Council operates as *UCD Societies*.

UCD Societies is recognised as the central brand for information on the interests and activities of UCD student societies. Working in partnership with each student society, *UCD Societies* provides additional support to the promotion of student life generally across the campus to current and prospective students, as well as other members of the University community. Alongside promoting UCD student societies and the UCD Student Experience, *UCD Societies* sponsors an online events calendar and contributes content to a number of UCD publications.

The Role

The purpose of this role is to enhance the profile and promotion of the University's student societies and their activities, with a strong focus on digital communications and social media channels. A key part of this role is building on the central promotion of all activities delivered by UCD student societies, through the *UCD Societies* website and social media channels. A primary focus will be to identify enhancements to the promotion of student activities and events to the wider University community, including current and prospective students.

The successful candidate(s) will display a genuine enthusiasm for student activity in a University setting, a strong work ethic, a flexible and critical approach to problem solving, and a willingness to learn within a pressurised environment.

This is a 10-month part-time fixed-term appointment, commencing 01 August 2019, or as agreed.



Key Responsibilities

Digital Communications & Social Media

- Maintain digital communication channels associated with *UCD Societies*, including events calendar, website, and social media platforms.
- Develop meaningful social media content to promote the activities and successes of UCD student societies, past and present.
- Prepare press releases from student society events and activities that can be used throughout the University and externally, in conjunction with individual student societies responsible for the event and activity.
- Design the *UCD Societies Magazine* and other promotional materials for University Open Days and student recruitment events.
- Prepare reviews and assessments of digital communications and social media activity of UCD student societies, including *UCD Societies*.
- Assist with the ongoing review of the *UCD Societies* website and web presence, including functionality and usability for visitors and members.
- Maintain the *UCD Societies* brand and reputation.
- Contribute towards a communications and promotions strategy relating to student society activity.

Administration

- Support the development and delivery of UCD Societies Council events, including *Freshers' Week*, with particular responsibility for *Refreshers' Week/Day* and the *Society of the Year Awards*.
- Assist the University Societies Office in supervising certain high-profile events and speakers.
- Provide periodic administrative and secretariat support to committees of the UCD Societies Council.
- Such other duties as may from time to time be assigned



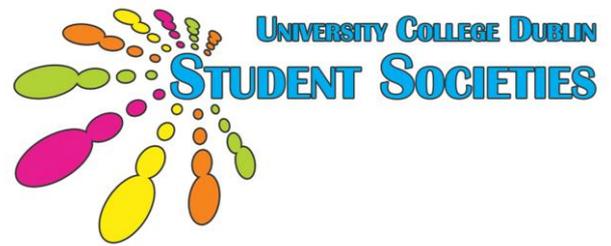
Person Specification

Required Skills

- Third level qualification or progression towards same.
- Experience in a student society environment.
- Excellent interpersonal and communication skills.
- Effective verbal, written, and organisational skills.
- Attention to detail.
- Excellent time-management skills.
- Self-motivated, flexible, and an out-going personality.
- Proficient computer skills, including Microsoft Office.
- Experience with Wordpress content management system.
- Experience in managing multiple social media accounts.
- Awareness of the responsibilities associated with brand management.

Desirable

- Good knowledge of UCD structures and policies.
- Experience on a student society / university committee, or equivalent.
- Experience with Photographic equipment
- Experience with Photo & Video Editing software



Further Information

Working Hours

The position is contracted for 15 hours per week. Flexibility will be required and work may include unsocial hours and weekends. Overtime will not be payable but time off in lieu may be agreed. Hours may be set around other commitments, including university classes, by agreement. The successful candidate will be an employee of 'UCD Campus Sport & Leisure Ltd.', reporting to the Chair of the Societies Council and to the University Societies Officer.

Pay Scale

The successful candidate will be paid €23,500 per annum, **pro rata**.

To Apply

Applications should include:

- Proposal (maximum two pages):
 - o Outline your understanding of the role within the context of UCD student societies, and your ideas for the promotion of UCD student societies' activities and events.
- CV:
 - o Outline your experience to-date, positions and projects of responsibility, evidence of application of skills and criteria listed above.

Closing date for receipt of applications: **5.30pm Friday 12 July 2019** to societies.council@ucd.ie.

Interview Process

Candidates meeting the specified criteria may be short-listed prior to being invited for interview.

Interviews will be scheduled for July 2019. This will be a formal interview, to take place in the UCD Student Centre, Belfield, Dublin 4. Members of the Interview Panel will be communicated contemporaneous with the scheduling of an interview. Candidates who wish to avail of reasonable accommodations are asked to indicate their needs when submitting their application.

Further Information

Informal enquiries can be made to James Alkayed at 01-716-3836 or societies.council@ucd.ie.

For further information please visit societies.ucd.ie