



# Student Engagement Assistant

Roles available: 1  
Hours per week: 10hrs  
Contract type: Term-Time  
Hours: Flexible around timetable  
Location: On campus or online

## About the role

We are looking for a pro-active & enthusiastic person to join our team and help us engage with students online, right across the college. We're looking for someone with the knowledge and skills to develop our social media and web-based content to make sure it is engaging and useful as it can be. If you consider yourself to be an expert on insta, or a terrific TikTok-er and want to help students feel part of their college community, then this could be the job for you.

## Responsibilities include:

- Using a variety of media platforms to help promote the services and activities we provide to as many EC students as possible
- Developing a wide array of social media and web content in order to increase engagement and reach
- Generating graphics, logos, and other branded materials to help promote the work of the Students' Association
- Creating written and video content to support our activities and campaigns
- Supporting the development of safe, online spaces for students with particular interests or experiences to organise and meet other students
- Covering incoming student enquiries on a range of channels (including phone, e-mail, LiveChat, and social media channels) and recording feedback from students to identify areas of need

Training and one-to-one supervision & support will be provided for the role. The role will work alongside our other Student Engagement Assistant, who specialises in graphic design and video animation.

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