

## Job Description

<b>Job Title:</b>	Student Presenter(s)
<b>Department:</b>	Marketing Department
<b>Pay Rate:</b>	£ 9.75 p/hr (inc. holiday pay:£10.93)
<b>Hours:</b>	Flexible & Varied
<b>Term:</b>	November 2017 until August 2018 with the possibility of extension
<b>Flexibility:</b>	Students will be given assignments on an ad hoc basis. You will normally be able to choose when you complete these assignments, as long as you meet the relevant deadlines.
<b>Vacancies:</b>	We do not have a specified number of vacancies for this post but are looking for at least three student presenters

### Duties and responsibilities:

Under the direction and supervision of Middlesex University's Marketing Department, our pool of Student Presenters will be responsible for entertaining and informing current and prospective students about what student life is really like here at Middlesex University. In particular, we're interested in presenters who can bring the authentic student voice to life.

You'll use your confidence, charisma and clear speaking voice to present this information or entertainment in an accessible and attractive way. Filmed across a variety of different mediums, including Facebook Live, you'll introduce, host (or co-host) a programme, create links between items, introduce and interview guests and interact with the audience if there is one.

You'll also be comfortable leading a video by yourself and speaking about one topic for a few minutes using notes or a script that they've prepared working together with the Marketing Department.

Please note: All Student Presenters must be current Middlesex University students.

### Person Specification

#### Essential:

- Excellent communication and presentation skills including the ability to speak in a clear coherent voice
- A personable and confident manner
- Good research and interviewing skills
- The ability to take initiative and make quick decisions under pressure, especially during live broadcasts
- Ability to sometimes write and memorise scripts
- A positive attitude to feedback and the ability to use feedback to improve quality of work
- Professional working manner - including promptly responding to emails

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**Desirable:**

- The ability to generate original ideas
- Experience of using FB live
- A strong personal presence across a number of social media channels

**Benefits of working as a Student Presenter**

- Stand out to potential employers by developing a range of soft skills such as team working, communication skills and commercial awareness, all of which are sought after by employers, especially at a graduate level.
- Gain first-hand experience of what it's like to work in media-based industries - especially relevant to students looking to get into careers within broadcasting, public relations (PR), marketing, among many more.

**Selection Criteria:****Interview Dates:**

- Week commencing 30<sup>th</sup> October 2017

**Start Date:**

- Training to take place during week commencing 6<sup>th</sup> November 2017
- Start of normal duties in week commencing 13<sup>th</sup> November 2017

**How to Apply**

Please complete the Application Form which can be found at:

<https://www.surveymonkey.co.uk/r/B52GL33>

**Deadline:** 11.59pm Sunday 22<sup>nd</sup> October 2017