

Job Description

Job Title:	Student Writer(s)
Department:	Marketing Department
Pay Rate:	£ 9.75 p/hr (inc. holiday pay:£10.93)
Hours:	Flexible & Varied
Term:	November 2017 until August 2018 with the possibility of extension
Flexibility:	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.
Vacancies:	We do not have a specified number of vacancies for this post but are looking for at least six student writers

Duties and responsibilities:

Under the direction and supervision of Middlesex University's Marketing department, you'll support and promote a positive image of the University and what it's like to study here. You'll work on a range of creative and engaging written content including blogs, features, how-to guides, interviews that will be published across the University's digital platforms. In particular, we are looking for students who are able to write in a clear, entertaining style and use their own perspective on student life to engage with prospective and current students.

You may also be asked to assist with other University Communication activities such as attending evening events and Open days to write features from the student perspective and taking part in 'student takeovers' on a variety of different social media platforms.

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

Person Specification

Essential:

- Strong writing skills and an understanding of how to write for digital formats and for different audiences
- Ability to work to tight deadlines while also maintaining excellent attention to detail
- Confidence to interview students, alumni and academic staff to write up a range of engaging news and feature articles
- Ability to work independently with minimal supervision
- Professional working manner - including promptly responding to emails
- Experience doing desk-based research to gather ideas and background information for articles
- Ability to take good to high quality pictures either using smart phone or personal camera - Student Writers will be required to supply relevant photos for the articles that they write
- A positive attitude to feedback and the ability to use feedback to improve quality of work

Desirable:

- A strong personal presence across a number of social media channels
- Experience of using content management systems (e.g. wordpress)
- Experience working within brand or style guidelines

Benefits of working as a Student Writer

- 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 public relations (PR), publishing, marketing, among many more.

Selection Criteria:**Interview Dates:**

- Week commencing 30th October 2017

Start Date:

- Training to take place during week commencing 6th November 2017
- Start of normal duties in week commencing 13th 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 22nd October 2017