

Job Description

Job Title:	Employability Reporter
School/ Service:	Student Engagement team, Marketing
Campus:	Hendon
Hourly rate:	£10.20 an hour
Hours:	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.
Period:	October 2018 – August 2019
Reporting to:	Student Communications Officer

Job summary:

Under the direction and supervision of the Student Communications Officer, you'll work on a range of creative and engaging written content including blogs, features, how-to guides, interviews that will be published across a range of student-facing 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 their fellow current students.

As the Employability Reporter, you will understand the importance of gaining work experience during university and have a genuine passion for conveying this to your fellow students. This may involve interviewing staff from MDXworks, attending employability events and collating advice from visiting employers.

You will also regularly pitch your own ideas for content - using your own experience as a student to suggest ideas around employability that will be of interest to the current student body.

Another essential part of this role will be to source your own images to ensure every written piece is accompanied by attractive, high quality and relevant images.

Lastly, you will be expected to create content for social media, including short video clips and 'stories' for the University's Instagram account.

Please note: All applicants must be current students / recent graduates of Middlesex University.

Person Specification

Essential:

- A clear passion for developing new skills, acquiring new knowledge and gaining experience to make yourself more employable
- Passionate about delivering high quality, entertaining and relevant content to the MDX student body
- Strong writing skills and an understanding of how to write for digital

student engagement writers will be required to supply relevant photos for the articles that they write

- Creative mentality and proactive approach to pitching own ideas for blogs
 - Ability to work to 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
 - Confident at creating content for social media such as taking short phone videos for Instagram stories
 - Ability to work independently with minimal supervision
 - Experience doing desk-based research to gather ideas and background information for articles
 - A positive attitude to feedback and the ability to use feedback to improve quality of work
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Desirable:

- Membership/ involvement in a networking student group or other employment related student activity
- A strong personal presence across a number of social media channels

Benefits of working as a Student Reporter

- Stand out to potential employers by developing a range of transferable skills such as copywriting, interviewing and time management across a variety of projects, all of which are highly sought after by employers, especially at 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.

HOW TO APPLY

Applicants should formally apply to the role through Unitemps online. Once you have registered your details for the position on Unitemps, you should email Mary McLaren – Student Communications Officer – M.McLaren@mdx.ac.uk with your CV and a covering letter addressing each point in the Person Specification.

Applications close at 23:59 on Sunday 14th October

Interviews will take place on 18 and 19 October 2018.