

AVONDALE STUDENT LIFE LEADERSHIP POSITIONS

ROLE: ASA MEDIA OFFICER

Reports to: ASA President / Student Life Co-ordinator

Position Purpose

- To work with the ASA team in consultation with the Student Life Co-ordinator in developing Avondale Student Life's (ASL) communications plan. This includes the ASL website, social media, email, YouTube and print communications.
- To source, develop, edit and publish graphic and audio-visual content to be published to ASL online platforms and in print publications.
- To assist the ASA President in initiating and implementing improvements for Avondale University College students.

Key Responsibilities

- To act as proxy/substitute if the ASA President will be absent from a meeting.
- To collaborate with the ASA President, Student Life Co-ordinator and Head Photographer for social media content planning, production and publishing.
- To co-ordinate ASL social media profiles with photographs, stories & updates.
- To respond to enquiries in a timely manner.
- To provide promotional support for the SAC events, e.g. creating posters.
- Participate in Pulse, e.g., set-up, pack-down and manning the ASA stall.
- Participate in Orientation, e.g., be part of the welcome team.
- Attend student leadership training sessions.

Person Specification

- Uphold Avondale's mission, values and ethos.
- Creative thinker and attention to detail.
- Ability to work as part of a team and equally well working independently.
- Strong people and communication skills.
- A dedicated, organised and trustworthy person.
- Positive interpersonal and relationship-building skills including an ability to communicate ideas effectively, enabling students to get more out of their time at Avondale.

Key Outcomes

- Maintain and grow a positive, informative presence of ASL online and on-campus that aligns with Avondale's mission, values and ethos.

Relevant Experience

- The position requires good communication skills and a high level of integrity.
- Preferably would have some experience in working in a team environment.
- Multi-media design skills.

Term of appointment: One full academic calendar year.

Remuneration: Honorary scholarship – see payment schedule 1 on application form.