

Marketing, Design and Events Internships

(3)

(P/t 10.00 hours p/w) 12 week period

Hours to be negotiated and confirmed upon commencement of role.

Out of hour working may be required in keeping with the nature of the position.

Online and home working with potential for location at the University of York office

Reporting to: Communications & Design Coordinator

Three spaces available.

The Graduate Students' Association (GSA):

55 years young this year, the GSA was established in 1965 as the primary postgraduate representative body by the University of York as it sought to establish its role for 'public good'.

Today, the GSA is one of three specialist postgraduate unions in the country. Working as an independent charity and primarily funded by the University of York, the GSA represents almost 8,600 post graduate (Masters and PhD) students at the University.

The GSA is going through an exciting period of change and about to embark on the creation of a new student led, three year strategic plan. We are working to define how we will meet the complex and growing needs of our postgraduate student population: our membership is extremely diverse with students aged 21 to 85 year of age and over 60% of our members coming from outside the U.K. We also have a growing number of distance and part-time learners. Engaging with and providing a wide range of services and support for such a diverse student population is a challenge, but one the GSA rises to each year.

The services offered by the GSA include representation and student voice, welfare support, academic advice and support, free sports sessions and a comprehensive calendar of events and trips including the UK's largest dedicated postgraduate welcome week.

Purpose:

This placement is designed to provide the three selected interns with skills in social media, design and events, working as part of the Communications and Events team. Now more than ever, the ways in which we communicate and the networks we can build between people are incredibly important. This internship will place you in a fast paced student environment, supporting the GSA in student outreach and engagement and providing the opportunity to learn vital skills supporting future careers.

Key Responsibilities:

- To monitor and post on the GSA's Social Media pages
- To analyse and report on how trends were received by students and suggest improvements
- To work with the Events Coordinator to run and develop events
- To liaise with GSA network coordinators to run events
- To create design work and material to support GSA events and campaigns
- To attend meetings where required

This list is not exhaustive and the post holder will be expected to carry out other tasks commensurate with the level of the post.

Application forms:

Application forms can be downloaded from www.yorkgsa.org/recruitment and should be submitted via emailed to recruitment@yorkgsa.org

Closing date: 12 noon on 7th January 2021

Interview date: 14th January 2021

Start Date: TBC

Contact: For more information on the role, please contact Troy Carruthers,

Communications and Design Coordinator at the GSA at communications@york.gsa.org
www.yorkgsa.org

Hours of Work: 10 hours per week. Hours to be negotiated and confirmed upon commencement of role. Out of hour working may be required in keeping with the nature of the position.

Place of Work: Online and home working plus subject to restrictions some time at the Graduate Students' Association, University of York, Heslington, York.

Duration of Post: Three month internship

Reporting to: Communications Coordinator

How to apply? Please download an application form from the GSA Website www.yorkgsa.org Completed application forms with a covering letter saying why you'd like to be considered for this internship should be marked 'Private and Confidential' and returned via email to recruitment@yorkgsa.org

Contact: For an informal conversation regarding this role, please contact Troy Carruthers on communications@yorkgsa.org or 01904 323712

GSA is committed to promoting a diverse and inclusive community. We welcome applications from all individuals and particularly under represented groups including BAME applicants. All appointments will be based on merit.