

## **Campaigns, Marketing, Design and Events Internships (4)**

**(P/t 10.00 hours p/w) 12 week period - £10.00 per hour**

**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.**

**Combination of online / home working and GSA office working (based in Vanbrugh)**

**Reporting to: Communications & Design Coordinator and Representation & Democracy Coordinator**

**Four spaces available.**

### **The Graduate Students' Association (GSA):**

56 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:**

As part of the GSA PG Creativity Skills Employability Project, this placement is designed to provide the four selected interns with skills in social media, design and events and campaigns. The intern will be working as part of the Communications and Events team as well as the Representation team, providing a vital link between communications and democratic representation. The expectation is that interns will spend approximately 3 weeks of the internship working in each of the areas of Campaigns, Marketing, Design and Events.

Now more than ever, representing students, 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 representation, outreach and engagement and providing the opportunity to learn vital skills supporting future careers. It will also enable you to gain experience working in diverse teams with differing roles and responsibilities but where you share the same resources with differing end goals.

### **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 help join up the process for student ideas and policy suggestions, cementing the link between communications and democratic engagement.
- To help students who engage with the GSA Council
- To support Part Time Officers to achieve their policies
- 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](http://www.yorkgsa.org/recruitment) and should be submitted via email to [recruitment@yorkgsa.org](mailto:recruitment@yorkgsa.org)

**Closing date:** 12 noon on Monday 23rd May 2022

**Interview date:** Wednesday 8th June 2022

**Start Date:** As soon as possible after positions are confirmed

**Contact:** For more information on the role, please contact Troy Carruthers, Communications and Design Coordinator at the GSA at [communications@york.gsa.org](mailto:communications@york.gsa.org) [www.yorkgsa.org](http://www.yorkgsa.org)

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**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 government advice some time at the Graduate Students' Association, University of York, Heslington, York.

**Duration of Post:** 12 week internship

**Reporting to:** Communications Coordinator

**How to apply?** Please download an application form from the GSA Website [www.yorkgsa.org](http://www.yorkgsa.org) Completed application forms with a covering letter saying why you'd like to be considered for this internship should have 'Private and Confidential' in the subject line and returned via email to [recruitment@yorkgsa.org](mailto:recruitment@yorkgsa.org)

**Contact:** For an informal conversation regarding this role, please contact Troy Carruthers on [communications@yorkgsa.org](mailto: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.