

# SELLL Student Blogger Role Description

We are looking for **three students** with skills and experience in social media, blogging and/or communication to join the SELLL Student Blogger Team. Primarily working on the [SELLL Careers blog](#) successful candidates will be helping to promote opportunities to help SELLL students start to shape their careers beyond University. They will be motivated, energetic and able to connect with others using a friendly yet informative tone.

The Student Blogger role will involve:

- Managing the SELLL Careers blog and associated Facebook account, as well as contribute to the NCL\_English Instagram with regular stories and coverage of events.
- Work in collaboration with the Keira Iveson and Kimberly O'Brien (Student Leadership Programme Coordinators), Director of Education (DoE) and Careers and Employability Lead in the School to help promote and develop SELLL employability events and opportunities.
- Liaise with the SELLL Careers Consultant (Jos Harrison).
- Attend University events, covering the event for social media, as well as talk about your role at Open Days and Offer Holder Days.
- Help boost SELLL students' attendance at Career Service events, advertised vacancies and programmes.
- Campaign to promote the School's Careers blog by encouraging students to subscribe.
- Contribute regularly to the blog – e.g. writing a weekly blog on student employability in the school.
- Attend Student Staff Committee to discuss employability and Student Blogger-related activities.
- Respond to ad-hoc blog and social media requests to meet School needs.
- Develop any further initiatives that you believe will help to promote SELLL student employability and community.

We would expect our Student Bloggers to be:

- A team player
- Reliable
- Enthusiastic
- Creative
- Dedicated

The role has a rate of pay of £11.05/hour. The Student Bloggers are given a set of hours for each Semester which is paid via the MyApps system.

Student Bloggers:

Key info:

- Work in a team of 3
- Maximum of 3 hours a week (2 hours during busy assessment periods etc)
- Work closely with UG Learning and Teaching Administrator Meg Holtom

- **Pay: £12.63 an hour**
- The role will be for the whole academic year

Responsibilities:

- Running the school Instagram page (@NCL\_English) and creating content such as posts, stories, reels and polls.
- Running the Careers/SELLL blog, coming up with ideas for content, writing and editing content.
- **Ad-hoc requests from the UG Learning and Teaching Administrator to post/creative advertisements for news and events in the school.**
- **Regular meetings with each other and the UG L&T... to discuss strategy and upcoming social media campaigns.**
- **Help the school to promote a sense of community and belonging.**
- **Help the school to promote surveys and feedback (e.g. NSS) in addition to other initiatives that the school wants to share with students.**