



Glasgow University Students' Representative Council

## Communications Assistant

(Part-time position - flexible hours)

**Open to current University of Glasgow students.**

- Location:** McIntyre Building, University Avenue, Glasgow G12 8QQ  
(hybrid working available)
- Salary:** £13.56 per hour to £14.34 per hour, depending on experience
- Hours of work:** Part-time position, normally 15 to 20 hours per week, with a flexible working pattern to be agreed, subject to business needs and key SRC events.
- Contract Period:** Fixed Term to 31<sup>st</sup> March 2027
- Reporting to:** Head of Communications & Marketing

### Main Purpose of the Job

To support the delivery of effective, accessible and student-focused communications and marketing activity for GUSRC, helping to increase awareness of and engagement with SRC services, events, campaigns and opportunities.

### Role Overview – Job Description

This is a great opportunity to join GUSRC's Marketing & Communications team and help us increase student awareness and engagement with the SRC, its services, events and campaigns.

You will support the delivery of student-focused communications across our digital and print channels, including social media, website content, email, photography, video and campaign materials.

The role would suit a current University of Glasgow student who already has some relevant experience, whether through student media, societies, volunteering, freelance work, part-time work, personal projects or course-related experience. Training and support will be provided, so you do not need to be an expert in everything.

## What You'll Do

You will work closely with the Head of Communications & Marketing to support high-quality communications and marketing activity across the SRC. Your tasks may include:

- Creating and scheduling engaging student-focused content for social media, the SRC website, emails and other digital channels.
- Supporting the promotion of SRC events, campaigns, services and opportunities.
- Supporting the creation of graphics, reels, short-form video and other visual content.
- Supporting the creation of printed promotional materials, such as posters, flyers and signage.
- Helping keep website pages and online listings up to date.
- Assisting with email newsletters and other student communications.
- Monitoring basic social media and campaign performance, including reach, engagement and other useful insights.
- Working with other SRC teams, student officers, volunteers, clubs and societies to gather information and promote opportunities.
- Attending selected SRC events to capture content, support promotion or help with delivery where needed.
- Keeping up to date with relevant social media trends and student communication styles.
- Supporting other communications and marketing tasks as required.

As part of the role, you will also be expected to:

- Work in a way that reflects the values of the SRC.
- Follow SRC policies, procedures and finance processes.
- Attend relevant training, meetings and development opportunities.
- Work occasional evenings or weekends, especially around major SRC events.
- Carry out other reasonable duties related to the role.

## Development & Experience

This is a strong professional development opportunity for anyone interested in a future career in:

- Marketing and communications
- Social media
- Charity, education or public sector communications
- Graphic design, photography, videography
- Student engagement

You will gain hands-on experience in a busy student-facing organisation, with ongoing support from the Head of Communications & Marketing and the wider SRC team.

## What We're Looking For - Person Specification

Essential	Desirable
<ul style="list-style-type: none"><li>• Current University of Glasgow student.</li><li>• Strong written communication skills and good attention to detail.</li><li>• Experience creating content for social media, such as Instagram, TikTok or similar platforms.</li><li>• Understanding of what makes content engaging for students.</li><li>• Organised and able to manage multiple tasks.</li><li>• Able to work independently and as part of a team.</li><li>• Proactive, reliable and willing to learn.</li><li>• Comfortable working in a busy, fast-moving environment.</li><li>• Comfortable using Microsoft Office, such as Word, Outlook and Excel.</li><li>• Some availability for occasional evening or weekend work.</li></ul>	<ul style="list-style-type: none"><li>• Experience or interest in photography, videography or graphic design.</li><li>• Experience editing short-form video content.</li><li>• Experience using design or editing software, such as Adobe Creative Cloud, Canva, CapCut or similar tools.</li><li>• Experience in a student-facing role, student media, clubs and societies, volunteering, events or campaigning.</li><li>• Some understanding of social media analytics and how they can be used to improve content.</li><li>• Knowledge of the SRC and its role at the University.</li></ul>

### The Details

- **You must have good availability between mid-August and mid-September, including Welcome Week, which takes place from 11 to 18 September.** This is the busiest time of year for the SRC and a key part of the role.
- The role will involve a mix of desk-based work, online communications, in-person meetings and occasional event support. Some evening and weekend work may be required, particularly during busy periods such as Welcome Week. The role may occasionally involve carrying or moving light materials for events or promotional activity.
- This job description is a broad guide to the role. It may change from time to time as our organisation continues to change and evolve. It does not form part of your Contract of Employment.
- Depending on the strength and mix of applications received, we may appoint one person to the full role or split the hours across two part-time posts.

### How to Apply

Applicants should use the application form to show how they meet the essential and, where relevant, desirable criteria. Shortlisted candidates will be invited to interview. Email your completed application form to [recruitment@src.gla.ac.uk](mailto:recruitment@src.gla.ac.uk)

**Deadline:** Wednesday 27<sup>th</sup> May at 4pm

We do not accept CVs.