



Glasgow University Students' Representative Council

## Marketing and Events Assistant

(Part-time position - flexible hours)

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

<b>Location:</b>	McIntyre Building, University Avenue, Glasgow G12 8QQ (hybrid working available)
<b>Salary:</b>	£13.50 per hour + performance bonus
<b>Hours of work:</b>	15 hours per week (flexible working pattern)
<b>Contract Period:</b>	Until 31 <sup>st</sup> October 2025 (possible extension to 30 <sup>th</sup> March 2026).
<b>Reporting to:</b>	Marketing & Communications Lead

### What's the Role? – Job Description

This is a great opportunity to join GUSRC's Marketing & Communications team and help plan student events, especially around Welcome Week!

You'll also play a key role in bringing in sponsorship and advertising from external companies, securing funding to promote year-round student engagement.

### What You'll Do

You'll work closely with the Marketing & Communications Lead to support events, sponsorship, and student engagement activities, including:

#### Marketing & Sponsorship

- Help bring in income by selling advertising (e.g. Welcome Fair stalls, online ads)
- Negotiate with companies, pitch ideas, and promote our marketing packages
- Keep track of bookings and work with our Finance team to send invoices

## Welcome Week Planning

- Co-organise our huge Welcome Fair (250+ stalls from clubs, societies & businesses!)
- Coordinate bookings, plan layouts, and manage logistics on the day
- Be the main point of contact for businesses and groups attending

## Year-round Events

- You'll be working closely with the Marketing & Communications Lead to support delivery of events and campaigns
- Help organise inclusive and fun campaigns like:
  - Black History Month
  - Halloween
  - Exam De-Stress
  - Burns Night
  - January Welcome
- Book suppliers, create shopping lists, and help run the events smoothly

## Team Supervision

- Support our Events & Promotion Team (student casual workers)
- Help with recruitment, scheduling shifts, and preparing event plans
- Ensure our Finance Team have the necessary information for invoice processing
- Direct the team and deal team with questions and logistics during events

## General Tasks

- Work closely with other SRC teams and student volunteers (e.g. Welcome Helpers)
- Occasionally attend training, meetings, or events
- Some evening and weekend work might be needed
- You'll help manage bookings, keep accurate records, and work with our Finance Team to ensure sponsors and staff are invoiced or paid correctly.

## Development & Perks

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

- Marketing
- Events Management
- Communications

You'll gain hands-on experience and receive ongoing support from the Marketing & Communications Lead and wider SRC team.

## What We're Looking For - Person Specification

Essential	Desirable
<ul style="list-style-type: none"><li>• Great communication and organisation skills.</li><li>• Confident in speaking to people and promoting ideas.</li><li>• Able to juggle tasks and work both solo and as part of a team.</li><li>• Proactive, enthusiastic, and self-motivated.</li><li>• Flexible and confident in a fast-paced environment.</li><li>• Some experience with events, marketing, or sales.</li><li>• Comfortable using Microsoft Office (e.g. Word, Excel).</li></ul>	<ul style="list-style-type: none"><li>• Experience leading or supporting a team.</li><li>• Worked in a student-facing role.</li><li>• Familiar with CRM software (like customer or membership databases).</li><li>• A full UK driving licence.</li></ul>

### The Details

- **You must be available full-time from mid-August to mid-September for Welcome Week** (12 – 19 September). This is our busiest time of the year so you must have lots of time to help out over the summer.
- Hours are flexible around your studies, but some evenings/weekends are expected.
- Depending on your strengths, we may split the role into two part-time positions
- 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.

### How to Apply

Email your completed application form, including details of your experience and why you're interested, to [recruitment@src.gla.ac.uk](mailto:recruitment@src.gla.ac.uk)

**Deadline:** Monday 28 April 2025 at 4pm

We do not accept CVs.