

Job Title: Student Engagement Assistant: Web

Purpose of the post:

To assist the communications team in developing and maintaining a high quality website.

Department: Student Engagement
Responsible to: Communications & Campaigns Manager
Responsible for: N/A
Salary: £8.75/hour
Hours of Work: Flexible, on average 8 hours a week
Contract Type: Casual

Key Responsibilities

- To assist in the development of the existing website, helping to ensure its functionality and features meet the changing needs of students, staff and external stakeholders.
- To assist in the management of all visual aspects of the website ensuring it is up to date and relevant.
- To act as one of the contacts for the organisation with any website requirements, e.g. addition of pages, new content, sub sites etc. and to liaise with all departments to ensure their requirements are met.
- To assist in ensuring the website provides an excellent user experience for all stakeholders at all times and on all devices.
- To assist in ensuring appropriate provisions are in place for the sale of products, tickets and memberships through the Union's website, where necessary providing support and assistance to colleagues in using these features.

1. General Duties and Responsibilities

- Promote the purpose and behaviours of Oxford SU through interactions with internal and external stakeholders, ensuring productive working relationships.
- Adhere to Oxford SU's Equality and Diversity Policy and demonstrate commitment to its progression
- Comply at all times with Oxford SU's policies and organisational values.
- Attend meetings and training events as required.
- Have a flexible approach to duties and work, in particular, adopt a teamwork style across the departments and activities of Oxford SU.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested after appropriate consultation and joint agreement.

PERSON SPECIFICATION

		Essential	Desirable
EDUCATION	Currently a matriculated student at the University of Oxford	x	
KNOWLEDGE & EXPERIENCE	Experience of working in a student-facing environment		x
SKILLS & ABILITIES	Excellent organisational skills	x	
	A personable and professional approach	x	
	Experience of Content Management Systems	x	
	Sound administrative skills including competency with standard software such as MS Office, email and internet	x	
	Ability to work using own initiative without supervision		x
	Experience of front end web design and development with specific knowledge of HTML, CSS, jQuery and the Bootstrap framework.	x	
	Ability to work to tight deadlines	x	
VALUES & ATTRIBUTES	Evidence of commitment to Oxford SU behaviours	x	
	Personal energy and resilience	x	
	A proven interest in widening access to University		x
OTHER	Must not be a voting member of Student Council during employment period	x	