



Oriel College

UNIVERSITY OF OXFORD

Communications Assistant (Two-month temporary position)

Salary: £23,000 per annum pro-rata

Hours: 2.5 days per week (full time hours could also be considered)

Job Contribution:

We are looking for someone to provide support for the website and social media accounts, assisting with day-to-day tasks such as drafting materials for the website, e-newsletter, social media and creating digital content. Tasks include:

- Drafting news stories and events listings for the College website
- Creating publicity materials for College events
- Generating engaging content for the College's social media pages
- Organising photography shoots in College, liaising with College members on dates and timings
- Making updates to the College's website as required

Qualities, Experience and Qualifications

- Experience with writing content for digital or print (e.g. news stories, event listings)
- Proof-reading experience, showing a high level of attention to detail
- Excellent computer skills and a good working knowledge of Outlook, Microsoft Word, Excel

Desirable:

- Educated to degree level
- Experience with writing for social media, and familiarity with popular platforms
- Knowledge of CMS, preferably Wordpress
- Working knowledge of Adobe Suite (InDesign, Illustrator, Photoshop)