



Swansea University
Prifysgol Abertawe

Advert for ICL Film, Media and Design Assistant

This is an exciting opportunity for an approx. 6 month Erasmus placement as a **Film, Media and Design Assistant** within the busy CampusLife department at Swansea University (SU), to include July-September 2018. This placement has a special focus around social and media marketing and will encompass elements of both design and film.

The successful applicant would assist in the development of supportive resources for the benefit of students at the University- with a particular focus on international students. These resources would be multi format and include the design of leaflets, posters, social media bulletins and web based information and guidance. The Assistant would also be key in the production of a comprehensive suite of short information films covering living and studying in Wales, UK.

There will be the opportunity to learn about international student experience and issues, how UK Higher Educations student support functions, to develop organisational & time management skills as well as an insight into event management, digital marketing, record keeping systems and the day to day running of a University frontline service.

The role will be extremely customer focused & you would require cultural awareness training (provided) to assist with the highly multi-cultural aspect of the job.

Working at CampusLife requires dedication, some long hours (attending social events and activities), occasional weekend work & a very positive and can-do attitude - however, the results are extremely rewarding.

This placement will be of interest to someone who is an excellent communicator and who would describe themselves as a 'people person'. They would be open to new ideas and experiences and have a genuine interest in culture, globalisation and building positive relationships with a diverse range of stakeholders. They will have a positive outlook and be excited by change and challenges, be able to learn quickly and be adaptable.

Our expectations:

- excellent presentation and organisational skills
- ability to work independently
- attention to detail must be excellent as is the ability to take instruction
- a good sense of humour is essential - excellent dancing skills are a bonus!

They will have excellent IT skills and be proficient in basic design programs and able to produce and edit short films (we will want to see some of your work!).

Working with both UK and international students will expand the intern's cultural horizons and improve global communication skills. Applications are welcome from all students who have excellent

English language skills (both written and spoken) and who have the requisite specialist design and technology skills.

We look forward to welcoming you to wonderful Wales.

Please can you address any queries about the position to Emma, the Manager of International @Campuslife e.j.gwynnett-davies@swansea.ac.uk until **May 31st**.