**Student Staff Job Descriptions**

**Annual Fund Grant Communications and Administrations Assistant (2 positions)**

**JOB DESCRIPTION**

**Accountable to:** LSESU Student Activities Coordinator

**Hours:** 7 hours per week (zero hour contract) during term 1 and term 2

£9.15 per hour plus holiday pay

**Location:** You will be based in London School of Economics and Political Science Students' Union, Saw Swee Hock Student Centre, 1 Sheffield Street, London WC2A 2AP

**Job purpose:** To support the LSESU Student Activities Coordinator to administer the Annual Fund

**Key Responsibilities:**

* Dealing with Annual Fund basic admin, paperwork, printing, answering email enquiries etc.
* Compile a booklet of Annual Fund bids for the SU and School
* Updating basic details on the LSESU website
* Carrying out monitoring and tracking for the Annual Fund for reports
* Various other ad hoc tasks to support the team
* Creating content for the LSESU website and blog
* Broadcasting via social media channels (Facebook, Twitter, Instagram)
* Writing copy to go to print media
* Taking photographs and shooting films
* Various other ad hoc tasks to support the Comms team

**PERSON SPECIFICATION**

* Friendly and helpful manner
* Proficient in Microsoft Office
* Good organisational skills
* Enjoy working with students
* Experience with photography and/or strong writing skills
* Experience of broadcasting content via social media
* Strong interpersonal skills