

School of English Literature, Language and Linguistics

Joint Student Lead Employability & Enterprise

Role:

The School of English Literature, Language and Linguistics is a vibrant community of scholars and students. In SELLL, we want students to both enjoy their studies and to build a portfolio of employability skills that will allow them to thrive in the world of work.

As one of our Student Leads for Employability & Enterprise you will have the opportunity to play a vital role in helping to shape the employability/enterprise agenda in SELLL.

Brief description of work to be carried out:

- Work in collaboration with the Head of School, DELT and School Manager to help organise and promote SELLL employability events;
- Liaise with the University employability officer (Jos Harrison)
- Help advertise SELLL employability events – or other relevant employability related events/activities - on social media (e.g. manage an SELLL employability twitter account and Facebook);
- Help boost SELLL students' attendance at Career Service's First-Year Fest (first-year students) and promote Careers Insights Programme;
- Campaign to make students engage with vacancies online by creating their Vacancies Online profile (including first-year students);
- Campaign to promote the School's employability blog by encouraging students to subscribe (including first-year students);
- Contribute regularly to the blog;
- Produce written reports for the HoS to take to Teaching Committee;
- Attend Student Voice Committee to talk about work done re Employability in SELLL;
- Talk about employability in SELLL from a student's perspective at Visit Days, Post-Application Visit Days etc.

Skills required:

The ideal candidate will have a keen interest in developing their own employability and be passionate about helping fellow students engage with their employability. In addition to that, they will:

- * have the ability to think strategically about employability in SELLL;
- * possess very good interpersonal and communication skills;
- * be good at teamwork;
- * be committed and resourceful;
- * demonstrate excellent organisational skills
- * Some experience of project management and/or event organisation is desirable, though not essential.