How will you spend your time?

As Social Media Coordinator you will provide alumni in your region with a culturally relevant social media platform. From this, alumni will be able to access information and updates/news about The University of Nottingham, as well as local University-run events that may be professional, cultural or social. The platform will provide a more informal way for alumni to network with each other and organise self-led alumni activities.

News and updates will be sent to the co-ordinators by the International Alumni Relations Managers. Feeds for the page can also be taken from those used by the University’s Digital Communications Officer. The role holder should also seek out stories and relevant information to include on the page so that the page remains updated and a valuable source of information for alumni in the area. A member of the Alumni Relations team will also have admin rights to the page to ensure the content meets University guidelines. Relevant training materials, including the University’s brand guidelines and house style guide, will be provided.

All about you

Best suited to this role are alumni with a keen interest in social media, with both the time and skill set to keep the platform regularly updated. Social Media Volunteers should use their local knowledge to consider what platform would work best for their country/community and what information should be included in the newsfeed. We want this to be led by you and shaped by you, as you are will be located in the country and in touch with your fellow alumni.

How much time will you give?

We anticipate that this role will be required throughout the year and should be able to respond to requests from the University and other alumni about information to be included on social media pages. We hope you will be able to check three times a week (45 mins a week). This position is for an 18 month period, after which the role will be reviewed.

Apply Now!

To apply online, please click here. Please note that we may wish to have a conversation with you via Skype prior to appointment.