



Role description: ISA Executive (ISA) Web Representative

This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

<p>Role: ISA Executive Web Representative</p>	<p>Department: Advice & Representation Centre</p>
<p>Description: Develop the ISA website (www.bathstudent.com/isa) and Facebook pages to promote the ISA and its goals, making them fresh, interesting and helpful for the ISA membership.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Promote, update and maintain a vibrant ISA website on Bathstudent.com. • Promote, update and maintain an active ISA Facebook page. • To effectively publicise the group's activities via both the ISA webpage and Facebook page, and other suitable social networking. • Attend ISA Executive Committee meetings. • To liaise with Publicity Representative on public relations of ISA. • Positively promote the aims and objectives of the ISA. 	<p>Time Commitment:</p> <ul style="list-style-type: none"> • 1 hour per month for the ISA Executive Committee. • 0.5 hours per week (minimum) writing/amending web content. • Liaising with Student Officers, ISA Executive members and external contacts as appropriate. <hr/> <p>Venue: No single venue, but the International Coordinator is based in 1E3.5</p>
<p>Opportunities:</p> <ul style="list-style-type: none"> • To increase recognition for the ISA and members through various means of publicity. 	<p>Supported by:</p> <ul style="list-style-type: none"> • International Coordinator • Education Officer • Community Officer

<ul style="list-style-type: none"> • Develop transferable skills of communication and planning through training and experience. 	<p>Training: In-house training from Skills Training, Advice & Representation and the Societies team in:</p> <ul style="list-style-type: none"> • Marketing • Website & publicity. • Sponsorship. 				
<p>Useful previous skills and experience:</p> <ul style="list-style-type: none"> • IT skills. • Communications skills. 	<p>Benefits:</p> <ul style="list-style-type: none"> • Free training. • Meet new people. • Enhance your CV. • Gain experience in marketing and public relations and in representation. 				
<p>Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)</p>					
Written communication	✓	Teamwork	✓	Financial management	
Verbal communication	✓	Time management	✓	IT	✓
Delegation	✓	People management		Marketing	✓
Decision-making		Negotiation		Planning	✓
<p>For further info contact: International Students Coordinator 1E3.5 international@bath.ac.uk 01225 385887</p>			<p>Website: www.bathstudent.com/isa/</p>		