

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

Role: Media Online Officer

Department: Media (Supported by Marketing)

Duties and Responsibilities:

- a. Is responsible for co-ordinating the development of the Media section of bathstudent.com;
- b. Assists with the development of Media Group websites;
- c. Develops Media's online presence;

Time Commitment:

2 -3 Hours a week
Plus attendance at Media Exec meetings and GMs.

Venue: URB, CTV and bathimpact, marketing office and across campus.

Responsible to: Media Officer & SU President

Members of SU Staff:

SU President (supresident@bath.ac.uk)

- Represents students in Media
- Provides advice and support for all students in Media
- Gives strategy and development to Media and the areas within it.

Helen Freeman Marketing Manager
(h.freeman@bath.ac.uk)

- Oversees the area as a whole
- Deals with Risk Assessments for big events
- In charge of all the Health and Safety for society events and activities
- Setting up elections
- Retrieving results for online elections
- All administration duties

Main Tasks:

- Looking after the online presence of media
- Raising the profile of media through social media

Training and Support:

- Handover training with the previous Media Online Officer
- Committee training via skills training

Useful Requirements:

- Participation in previous Media groups, events and activities
- Knowledge of role, SU Policies and how the SU and Executive Committee works
- Basic HTML & CSS knowledge
- Graphic Design Skills
- Writing for the web
- Organisation, Enthusiasm and Ideas
- Good inter-personal skills

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written Communication	✓	Teamwork	✓	Financial Management	
Verbal Communication	✓	Time Management	✓	I.T.	✓
Delegation		People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation		Marketing	✓

For further info contact:

SU President
SUPresident@bath.ac.uk

Website:

www.bathstudent.com/media