Careers and Employability Service

Events Assistant
Term Time, Variable Casual Contract

Salary is £10.53 per hour inclusive of London Allowance

Please note: This job is only available to current first year undergraduate students of the university who will be continuing their studies in September 2019, as well as PhD students with at least two years remaining at the college.

This is an exciting opportunity to join a motivated and strategically important team at a time of increasing focus on student employability.

Reporting to the Senior Employer Engagement Officer, responsibilities will focus on the planning, preparation, marketing and delivery of our busy programme of events, responding to emails and telephone enquiries from employers and alumni, as well as recording, collating and analysing event statistics and feedback.

Job Requirements

- Strong written and verbal communication skills in English.
- Friendly and confident telephone and face-to-face manner.
- Organised, methodical and practical with demonstrable accuracy and attention to detail.
- Experience of working collaboratively in a team.
- Confident use of MS Office applications, particularly Outlook, Excel and PowerPoint.
- Good knowledge of social media and online sharing platforms, e.g. Facebook, Twitter, LinkedIn.
- Previous customer service or events experience desirable.

Please refer to the Job Description for further information.
Normal Hours

Term time only, including Study Weeks. We require a commitment to work 15 hours per week from September 2019, in shifts of 3-4 hours or longer. Early evening work may occasionally be requested to cover events. Hours can be flexible around academic timetables and exam commitments, subject to prior agreement.

Application Deadline

Closing Date: **Midnight on 26 May 2019**

Interview Date: **10 or 12 June 2019**. When applying please confirm your availability on these days.

How to apply

Email a copy of your CV with a covering letter to: Liz.chapman@royalholloway.ac.uk

In your covering letter, you should refer to the points in the Person Specification, showing how you have the relevant skills and experience for the role, using examples to back this up wherever possible.

Information and advice on writing CVs and cover letters can be found in the Careers and Employability section of Moodle.

*The College is committed to equality and diversity, and encourages applications from all sections of the community.*