

#DMUglobal Student Engagement Assistant

Faculty/Directorate: Strategic and International Partnerships

A new and exciting opportunity to do an Erasmus+ Traineeship within the #DMUglobal team has arisen at De Montfort University. This traineeship provides an excellent opportunity for an individual to develop professionally in marketing and communications within the field of student mobility and internationalisation.

In 2013, DMU launched #DMUglobal - an exciting and ambitious international experience programme which aims to enrich our students, expand their cultural horizons and help them develop key skills valued by employers across the world. Since the launch of the programme, over 7,000 students have gone overseas to study, work and volunteer with #DMUglobal.

This post will assist the Head of #DMUglobal with the delivery of the #DMUglobal programme, preparing students and staff for overseas international experiences, with a focus on communications, marketing and social media engagement.

For more information about #DMUglobal: www.dmuglobal.com or email dmuglobal@dmu.ac.uk if you have questions about the role.

Duties and responsibilities

- Creation of a #DMUglobal communications plan which includes monitoring and developing #DMUglobal social media (Twitter, Storify etc.) and its online presence, including updating the #DMUglobal website in cooperation with the relevant stakeholders.
- Developing #DMUglobal promotional materials to encourage student participation in international opportunities.
- Representing #DMUglobal at engagement events including promotional events, open days and fairs.
- Supporting with the organisation of events and activities for Erasmus+ students, and DMU students considering study abroad.
- Providing support to university staff and students about #DMUglobal procedures and preparing them for international travel.
- Providing administrative support for overseas #DMUglobal opportunities.
- Monitoring the #DMUglobal inbox and responding to student queries via phone, email and face-to-face.
- Any other duties and responsibilities appropriate to the post as determined by the Head of #DMUglobal.

Skills and experience

- Studying for an undergraduate or postgraduate degree

- Interest in working in an international environment with university students
- Experience of coordinating events
- Experience of providing advice and guidance to a wide variety of key stakeholders
- Demonstrable knowledge of student mobility and international experience programmes (#DMUglobal, Erasmus+ etc.)
- Sensitivity to other cultures and a strong demonstrable knowledge of and interest in intercultural communication
- Excellent interpersonal and communication skills
- Capability to effectively prioritise and execute tasks in a high-pressure environment
- Working knowledge of web-based applications and updating webpages and social media
- Desirable- proficiency with Adobe Photoshop, InDesign etc.

Other details

Duration: Between 6 and 12 months

Start date: Between 1st September and 1st October 2017

Application deadline: 7th August 2017

Salary: Accommodation will be provided