

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

Role:
IT & Publicity Representative

Department: SU Activities

Duties and Responsibilities:

- a) Ensures all information on the Society web pages are up to date and comply with current Socs and BUSU policy
- b) Updates Society web pages every month with photos, events and news.
- c) Ensures that the Society, its events and Socs Events are widely publicised online.
- d) Supports the maintenance of Society web pages including links to respective Union/University web pages
- e) Create flyers and posters for their society for events/projects
- f) Design plasma screen adverts

Time Commitment:

2-3 hours per week, depending on society.

Venue: SU Activities Office / across campus

Responsible to:

SU Activities Officer
Society Chair

Benefits:

- Enhance your CV
- Gain skills to enhance personal development
- Helps to develop website design skills
- Improve administrative skills
- Helps develop organisational skills
- Volunteer recognition programme

Opportunity:

- Assist with the development of the Society
- Ensure a high standard of communication is held within the club
- To develop publicity skills and offer advice and support to members when required

Training and support:

- Training via Skills Development
- Support through all SU areas
- Handover training

Useful previous experience:

- Team Work
- Experience of time management
- Organisation, Enthusiasm and Ideas

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	

Others (as specified below):

For further info contact:

Activities Officer email – suactivities@bath.ac.uk
Office Tel: 01225 38 4860 /01225 38 6329

Website:

<http://www.bathstudent.com/socs>