



## STUDENT DEVELOPMENT POSITION - Media/Communications Coordinator

*FIXED TERM POSITION AT HARLAXTON COLLEGE, ENGLAND (2020-2021 ACADEMIC YEAR)*

### Overview

[Harlaxton College](#) is seeking a Media Coordinator for the 2020-2021 academic year. This is a fixed term appointment where the coordinator will serve for one academic year (August 13<sup>th</sup> 2020 – June 25<sup>th</sup>, 2021).

### Responsibility

The position will involve many aspects of a PR/Marketing position with additional responsibilities in student development and support. Responsibilities will be to:

- Manage all social media platforms for Harlaxton College
- Document and share the student experience through designated channels
- Develop promotional materials such as event posters and web content
- Manage the photo and reflection of the week submissions
- Create an end of term video and yearbook
- Advise the Media Club student organization
- Assist in running House Competitions and other campus events
- Serve in an on-call capacity as part of a staff duty rotation
- Actively participate in the daily support of student needs
- Act as trip courier for afternoon local culture trips and day/overnight excursions
- Other duties and projects as assigned

### Qualifications

We are seeking applicants who will have completed a baccalaureate degree at the time of the internship, who have had experience in marketing, graphic design, photography and videography, and who are also knowledgeable in using computer and online design software programs and social media platforms. It is essential for any applicant to have experience in a residential living situation, such as previous experience as an RA or camp counselor. Applicants must have legal right to live and work in the UK OR meet UK [Tier 5](#) eligibility requirements.

### Compensation

Completely furnished lodging and three meals a day will be provided at Harlaxton College, with a modest deduction of £57.40 [British Pound Sterling] per week for accommodation. The flexible work week will average 35 hours at British minimum wage, currently £8.20 per hour. In addition to the full room and board, the coordinator will have access to a college car and shuttle, on-campus nurse, library, free laundry facilities, the on-campus gym, and a cell phone with a generous data plan that can be used for personal communication. While working as a trip leader, they will be provided with a stipend to cover the costs of meals outside of the Manor.



## **Step 1 in Application: Selection by Harlaxton College**

Please send a detailed cover letter and resume/cv with references to [sdo@harlaxton.ac.uk](mailto:sdo@harlaxton.ac.uk). From this pool, applicants will be selected to participate in a first-round interview with the Student Development Staff. Due to the high volume of applicants, we cannot offer each applicant an interview. Once the first round is complete, a second round of interviews will be offered to the top candidates and references will be checked. **Applications are due March 18<sup>th</sup>, 2020.**

## **Step 2 in Application: Clearance and UK visa process (if non-EU or UK Citizen)**

If you are selected by Harlaxton for this position, and do not already have the right to work in the United Kingdom, your next step is to apply for a tier 5 visa from the UK government. Please check the [requirements for tier 5 visas](#) to ensure your eligibility. Harlaxton college will cover the cost of the Certificate of Sponsorship, but the successful candidate will be responsible for covering the cost of the visa and the UK health surcharge (approx. £750), and flight/transportation to and from the Manor at the start and end of the position. As part of the application process, you must be able to have your fingerprints and photo taken at a US Department of Homeland Security application support center. Harlaxton College will provide support throughout the visa application process.

## **Questions?**

If, after carefully studying the Harlaxton and UK government websites, you still have questions, please contact: [mjanasiewicz@harlaxton.ac.uk](mailto:mjanasiewicz@harlaxton.ac.uk)



## STUDENT DEVELOPMENT POSITION -

### Student Activities Coordinator

*FIXED TERM POSITION AT HARLAXTON COLLEGE, ENGLAND (2020-2021 ACADEMIC YEAR)*

#### Overview

[Harlaxton College](#) is seeking a Student Activities Coordinator for the 2020-2021 academic year. This is a fixed term appointment where the coordinator will serve for one academic year (August 13<sup>th</sup> 2020 – June 25<sup>th</sup>, 2021).

#### Responsibility

The Student Activities Coordinator serves as the front line of student support for the Student Development Office. Responsibilities will be to:

- Train and supervise student Resident Assistants and manage RA programming
- Manage all student organizations and their respective programming
- Plan and execute the House Competition program
- Produce weekly bulletin and other forms of student communication
- Coordinate elements of the college sports program
- Assist in running the Weekend Checkout process via Terra Dotta systems.
- Plan and support Student Development Office programming
- Serve in an on-call capacity as part of a staff duty rotation
- Actively participate in the daily support of student needs
- Act as trip courier for afternoon local culture trips and day/overnight excursions
- Other duties and projects as assigned

#### Qualifications

We are seeking applicants who will have completed a baccalaureate degree at the time of the internship, who have had experience of working in residence life or student life programs, and who have a strong interest in international/intercultural education. Preference will be given to candidates who are completing a master's degree in student affairs or a relevant field of study and/or have extensive experience with student supervision and programming. Applicants must have legal right to live and work in the UK OR meet UK [Tier 5](#) eligibility requirements.

#### Compensation

Completely furnished lodging and three meals a day will be provided at Harlaxton College, with a modest deduction of £57.40 [British Pound Sterling] per week for accommodation. The flexible work week will average 35 hours at British minimum wage, currently £8.20 per hour. In addition to the full room and board, the coordinator will have access to a college car and shuttle, on-campus nurse, library, free laundry facilities, the on-campus gym, and a cell phone with a generous data plan that can be used for personal communication. While working as a trip leader, they will be provided with a stipend to cover the costs of meals outside of the Manor.



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