

## Job Description

**Title:** Alumni Volunteer: Social Media Content Assistant

**Reporting to:** Alumni Engagement Assistant

**Location:** Teesside University Campus Heart (outdoors), Middlesbrough Campus, Middlesbrough

**Job Purpose:** To engage graduates and on-campus guests, helping create social media content for use across graduation fortnight.

### Specific duties and responsibilities:

- Working with a member of the Communications and Development Team, engage with graduates and other on-campus guests to capture content of the day using a bodycam or with an iPad.
- Be a warm, engaging, and informative team member, happy to communicate with guests about what you are doing and what the content will be used for.
- With a creative eye, capture content in a fun and interactive way for appropriate use on social media channels.

### Other aspects to note:

- To act as a responsible, positive role model to all external visitors and on-campus stakeholders, inclusive of graduands, current students, staff, and young people.
- Align to the University's equality and diversity values
- Align to the University's health & safety policy
- Align to the University's no smoking policy

**Dates of graduation staffing:** 10 July 2024 to 12 July 2024 and 15 July 2024 to 18 July 2024

**Times of Graduation:** 8am-5pm each day (3 sessions: 8am-11am, 11am-2pm or 2pm-5pm)

[Register to volunteer for Teesside University Summer 2024 Graduation](#)