



PART TIME STUDENT STAFF

JOB DESCRIPTIONS AND GENERAL DUTIES

DIGITAL COMMUNICATIONS ASSISTANT

ABOUT THE ROLE

As the SU's Digital Communications Assistant, you'll play a key role in coordinating our student content and supporting the smooth running of our digital communications.

You'll help ensure that content created by the SU and its student creators is delivered on time, aligned with our campaigns, and scheduled effectively. This is a hands-on role involving planning, scheduling, and managing timelines—not just content creation. You'll work closely with the SU's Communications Manager and a pool of Student Content Creators, acting as the organising link between ideas, briefs, and delivery.

KEY RESPONSIBILITIES

- Coordinate digital content timelines, ensuring student creators are briefed and supported
- Manage deadlines and project progress, prompting when submissions are due
- Assist with the scheduling and publishing of content once signed off by the Comms Manager
- Maintain content calendars across platforms (e.g. Instagram, TikTok, X, website)
- Update the SU website with news stories, events, and student-facing information
- Support delivery during peak campaign periods such as Welcome Week or Elections
- Ensure all digital content aligns with SU tone of voice, brand, and accessibility guidance

DISCLAIMER: This job description and person specification outlines the major duties associated with the post. It is not exhaustive, and other duties of a similar level may be required. The duties may alter due to changes in legislation, policy, or operating decisions, with training provided as necessary.

KNOWLEDGE AND EXPERIENCE

A current student at the University of Suffolk	Essential
Interest in marketing, content, or communications	Essential
A confident communicator who enjoys bringing people together to deliver shared goals	Essential
Familiar with social media platforms and scheduling tools	Essential
Experience scheduling or managing content (e.g. Buffer, Hootsuite, Meta)	Desirable
Previous involvement in student media, event promotion, or creative projects	Desirable
Familiarity with Canva, WordPress, or other digital tools	Desirable

SKILLS

Highly organised with good time management skills	Essential
Able to work independently and reliably to coordinate others	Essential

VALUES AND ETHICS

Desire to work within a democratic student-led environment	Essential
Commitment to equal opportunities	Essential
High standards of personal integrity	Essential
Experience of customer service work	Desirable