

**Job Title:** ULaw Campus Representative  
**Location:** Swansea University  
**Duration:** 2018-19 academic year (7 month contract)

Are you an enthusiastic and outgoing individual? Do you love coordinating events and networking? Then we have the perfect role for you.

We have an opportunity for the right person to join our network of Campus Representatives at the University of Law. We are one of the leading specialists in post graduate Legal education, with years of experience partnering with local universities.

This exciting role has many duties which include:

- Maintaining and managing an effective social media strategy (to include Twitter, Facebook, Instagram, Snapchat and email).
- Networking with law and non-law societies, faculties and careers departments.
- Reporting and maintaining good communication with Student Recruitment Managers.
- Meeting and exceeding event targets.
- Providing insight to the local needs of your fellow students.

The ideal candidate will have:

- Excellent written and oral communication skills
- Proficient IT skills (confident with using social media such as Twitter, Facebook, Instagram and Snapchat)
- Confidence in addressing large groups
- A proactive “can-do” attitude

If this sounds like the right opportunity for you then please apply to join our team where you will be rewarded with a competitive salary, incentives and flexible working hours to suit your studies.

To apply please send your CV to [postgrad@law.ac.uk](mailto:postgrad@law.ac.uk) with a covering letter highlighting your suitability for this role. Closing date for all applications will be **Friday 15<sup>th</sup> June 2018**. Please state “Campus Rep Application” and your university name in the subject line.