



Student Job Opportunity at University of Nottingham Malaysia

Department	PR and Communications and supporting Alumni and Donor Relations Office
Position available	Student writer
Job Description	<ol style="list-style-type: none">i. Write articles for the university Campus Communications including blogposts, press releases, and other promotional material including working on ADRO's web and social media content and newsletter.ii. To liaise with departments and the Students' Association to obtain relevant content for the communications material, including running interviews with the relevant spokesperson.iii. To source for new and exciting stories around the campus circle from our students, academics and alumni to be developed into publicity and promotional material which will be shared in various platforms.iv. To assist in executing alumni events/activities.v. To develop content for the alumni's social media platforms.vi. Responsible to manage the newsletter's layout within the system available based on templates of previous editions (training will be provided).vii. Other related duties
Requirements	<ul style="list-style-type: none">• Postgraduate students from the fields of communications (Desirable)• University of Nottingham alumni (desirable)• Staying on UNM on-campus accommodation• Good writing skills• Basic photography skills• Fluent in verbal English and Bahasa Malaysia and preferably Mandarin• Able to write articles• Creative and innovative• Ability to work within a team and handle projects independently
Allowance	RM8/hour
Location	Corporate Marketing (AA02) / Home (depending on UNM SOPs)
Duration	Immediately until the end of December 2022 (office hours) *might be extended

Email	communication@nottingham.edu.my
Closing date	25 August 2021

Kindly email your sample of article/paper to communication@nottingham.edu.my before/on 25 August 2021.

Dear students,

We are looking for a student writer who is work on communications related initiatives until December 2022.

You will get first hand experience of working with a communication department of a world leading university.

More information about the job is available as attached.

Kindly apply for this position with sample of article to us at communication@nottingham.edu.my by 25 August 2021.

Warm regards,
Josephine Dionisappu
PR & Communications Manager