**Digital Content Graduate Intern**

**Marketing and Recruitment,**

**University of Sunderland,**

**City Campus, Chester Road, Sunderland**

**37 hours per week**

**4 Month Fixed Term Contract**

**£18,000 per annum pro rata**

**(Part time hours considered)**

**(2 x vacancies available)**

**Reference number:** UNI4/DM/247

***Please note this role is restricted to applications from candidates who are from the University’s latest graduating cohort.***

**Uni4Talent** is the University of Sunderland’s employment agency connecting regional and national employers with a range of talented candidates from students and graduates, to members of the general public and career professionals. Uni4Talent offers a range of exciting opportunities, from temporary roles to permanent positions, consultancy and talent and succession planning.

**The Organisation:**

An exciting opportunity has arisen for a recent graduate from the University to join the Marketing and Recruitment Team for a 4 month Fixed Term Graduate Internship. The Marketing and Recruitment Team plays an essential role in connecting and engaging with prospective students, stakeholders and current students in order to showcase everything we have to offer here at Sunderland.

**The Role:**

The successful candidate will join the team at an exciting time, providing support specifically to the Digital Content Team and allowing the University to maintain an up to date digital presence. Specific duties will be digital content based and may include compiling and editing copy for the corporate website, publishing updated contact via the website and assisting with the Virtual Experience Project.

The successful candidate will support the wider team in updating content for a wide range of academic courses online, ultimately allowing users to access key information effectively.

**To Apply:**

**Early application is encouraged**

Please submit a comprehensive CV and Covering Letter within one document, ensuring to include the reference number **UNI4/DM/247** via email to [uni4talent@sunderland.ac.uk](mailto:uni4talent@sunderland.ac.uk) by the deadline.

The deadline for applications is Midnight on **Wednesday 12th December 2018.**

Please ensure you give a detailed account of your skills and experience and how you meet the stated criteria of the position.

If you have any questions, please direct them to [uni4talent@sunderland.ac.uk](mailto:uni4talent@sunderland.ac.uk)

**Please note;** this position is open to Home and EU Graduates only. This role is not eligible for Tier 2 sponsorship in accordance with the Home Office Points Based Immigration System.  Should you therefore require further information, please visit the Home Office website <https://www.gov.uk/>

If you feel that you would benefit from help and guidance from the University's Career and Employability Service, please contact the CES Enquiries line on 0191 515 2920 or [sunderlandfutures@sunderland.ac.uk](mailto:sunderlandfutures@sunderland.ac.uk)

The Careers and Employability Service can assist with strengthening your future applications, through providing:

* CV advice and guidance
* Assistance with writing Covering Letters
* Interview practice and techniques