

## JOB DESCRIPTION

Job title	Student Communications Assistant
Division	St Cross College
Department	Communications
Location	Remote / On-site attendance for content gathering
Grade and salary	Grade 1.6 (£25,331 per annum – pro rata)
Hours	7 hours per week (flexibly distributed) 8 weeks per term
Contract type	Fixed Term – One academic year (3 terms)
Reporting to	Communications Officer

## The role

This part-time position offers a St Cross student the opportunity to play a key role in growing the College's digital presence and community. Working closely with the Communications Officer, the Student Communications Assistant will plan, create, and schedule engaging content for Instagram, YouTube, and Facebook that showcases student life and promotes the College to wider audiences.

The aim of the role is to strengthen the College's visibility and digital identity, both within Oxford and beyond, by producing high-quality, student-focused content that reflects the vibrancy, diversity, and academic life of St Cross.

## Main Responsibilities

- Generate creative content ideas and develop a monthly content plan in collaboration with the Communications Officer.
- Create and schedule engaging video, photo, and written content for Instagram, YouTube, and Facebook.
- Capture content at College events, including student activities and day-to-day College life.
- Conduct student interviews and support student-led features such as takeovers.
- Use College-provided filming and editing equipment, including Adobe Creative Suite.
- Prepare content in advance of term breaks to maintain online presence year-round.
- Submit content for approval in advance and attend weekly planning meetings.
- Track post-performance using analytics and provide regular insights to inform future content.

## Selection criteria

Candidates will be expected to demonstrate the following:

### Essential

- Currently enrolled as a student at St Cross College
- Strong portfolio of digital content, with evidence of engagement and reach
- Strong experience using Instagram (including Reels), YouTube, Facebook, and scheduling tools
- Proficiency with Adobe Creative Suite, CapCut, Canva, or other video editing software
- Excellent written and visual communication skills
- Self-motivated, reliable, and well-organised
- Comfortable working independently with remote supervision
- Confident using analytics to track content performance

### Desirable selection criteria

- Experience creating content for academic or university audiences
- Familiarity with the Oxford collegiate system or student events at Oxford
- Experience using professional filming equipment and lighting setups
- Awareness of content accessibility best practices

## Terms and Conditions

- 1 free lunch per week on the College site are provided when the college kitchens are open.
- University terms and conditions and benefits apply to this role.

## About St Cross College

St Cross is one of eight colleges within the University of Oxford dedicated to postgraduate students. Situated on St Giles' in heart of the city, it boasts picturesque quadrangles secluded from the busy streets outside. The international character of the community, the extraordinary range of subjects studied and the intellectual curiosity of our committed graduate students and Fellowship makes for a highly stimulating environment.

The College combines the prestige of a distinguished Fellowship with a friendly informal culture and a strong sense of community. It is a hub for social activity, relaxation and enjoyable conversation in the dining hall and common rooms, leading to lifelong friendships.

For more information please visit: [www.stx.ox.ac.uk](http://www.stx.ox.ac.uk)