



We are seeking an enthusiastic Trinity student who is creative, adaptable and reliable to work with us in the Tutorial Department for a Summer Internship lasting eight weeks **between mid-July and mid-September**. This role will provide an opportunity to engage with a range of projects that contribute to the student experience at Trinity.

You will be working to help us develop new, and update existing, content on various College platforms. This will include producing short form visual content and stories for social media, updating the Freshers website and creating content for the new Student Hub. You will be expected to be familiar with, or quickly learn to use, commonly used content management social media tools. Training will be available for copywriting and content creation.

You will provide key support to the Academic Skills Tutor and Student Experience Officer in planning and managing the pre-sessional online workshops that will run for one week from Monday 11 September.

You will also assist in the preparation of welfare events such as the ReFresh weeks which will take place in Michaelmas and Lent Terms. As well as working with others on these and other existing initiatives, we encourage those applying to this internship to think of their own ideas for ways to enhance the student experience.

You may also be asked to assist with general office administration.

As an intern, you will:

- Gain hands-on experience within the context of a student engagement team allowing you to both assist and lead on projects.
- Propose and help develop initiatives that will positively impact your own experience within the College.
- Learn about events management, communications and marketing with opportunities for personal development through professional training.
- Collaborate and engage with fellow interns working in other departments at Trinity.
- Develop personal and transferable skills that will help you to work more collaboratively, become more efficient and take on new tasks and responsibilities more confidently.

Terms and Conditions:

- Working hours: 36.25 hours per week (with flexibility over times).
- Pay is £11 per hour, for a maximum of eight weeks.
- Accommodation in a College Room, provided at the Long Vacation rate (this will likely not be your current or next year's room.)
- Free lunch in College is provided for on working days.

To apply:

- **Send a CV and a one-page cover letter** detailing your suitability for the role to: st-assistant@trin.cam.ac.uk

- **Deadline: Wednesday 24 May 2023**

Short-listed candidates will be interviewed as soon as possible after the closing date, working around individual exam timetables.