



UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Library Events and Media Intern				
DEPARTMENT	The Library				
LOCATION	University Library				
JOB NUMBER	LR4069	GRADE	Intern	DATE	June 2014
REPORTS TO	Senior Academic Subject Librarian (Education and Students)				

CONTEXT

This internship is designed to help the Library to promote its services to students, using an authentic student voice and current technology and media techniques to reach a wider spectrum of students.

The Library sits at the heart of the University, underpinning teaching and learning by providing access to a wide range of information resources, supported by the staff expertise and space to enable students to maximise their learning opportunities.

This new position will work closely with the Customer Services and Academic Subject Librarian (ASL) teams, whose role is to support student and staff in their use of the Library.

This graduate internship is a recently developed, fixed-term 12-month position, designed to provide a recent graduate with relevant experience and skills. The role will require significant interaction with students and library staff.

In addition to the departmental role, you will also join the University's intern development programme, 'The Lincoln Award (Graduate Interns)'.

This is an integrated six month programme and will include a range of workshops and group organisational project. The aim of the programme is to help you build up your key transferable skills as well as developing you both personally and professionally. The programme enables you to build a personal portfolio, allowing you to reflect on your learning and development throughout your employment with us.

It is expected that you will fully engage in the development programme as part of this graduate intern role.

Please note you do not need to have completed the Lincoln Award at undergraduate level to apply for this position.

JOB PURPOSE

To develop and deliver a variety of events and media content, designed to increase students' awareness and use of the library and its services.

To support the work of the ASLs, and enhance the reach of their promotional activity.

To give the graduate intern an opportunity to gain valuable work experience in the areas of communications, media and promotion.

KEY RESPONSIBILITIES

Responsibility 1

To work with Library staff to deliver a number of events and activities over the life of the role, including for Fresher's Week.

Responsibility 2

To research, devise, plan and implement media projects to effectively deliver these messages to the target audiences.

Responsibility 3

To advise Library staff on incorporating a "student-friendly tone" in Library communications.

Responsibility 4

To represent the Library at University events such as open days.

Responsibility 5

To liaise with the Students' Union and the Student Engagement Officer on behalf of the Library.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The postholder will work with Library staff to promote library services and resources to students, by organising a range of appropriate events, and by developing relevant media.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Academic Subject Librarians• Customer Services Team	<ul style="list-style-type: none">• Students• Academics• Students' Union



UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Degree (or working towards completion) in appropriate discipline (media/marketing/communications) – must be a recent University of Lincoln graduate	E	A
Experience:		
Experience of communications projects	E	A/I
Experience of producing media	E	A/I
Skills and Knowledge:		
Excellent communication skills – both written and verbal	E	A/I
Good multi-media editing software skills	E	A/I
Good planning and organisation skills	E	I
Competencies and Personal Attributes:		
Strong interest in communications	E	A/I
Ability to demonstrate creative and innovative ways of thinking	E	I
Ability to work with minimum supervision, and meet deadlines	E	I
Ability to relate to students and staff	E	I
Ability to interact with academic and support staff	E	I
Assertive and proactive	E	I
Business Requirements:		
May be required to work the occasional evenings and weekends	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	LAR	HRBA	HDR
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