



**Job Description**  
**Media Sales Assistant**

***Vision***

Students creating success together.

***Mission***

A Union with a personal connection to all students. We recognise individual aspirations for success and support students to collaborate and realise their ambitions.

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***Values***

*We are:*

**Inclusive**

We champion equality, diversity and inclusion. We respect the needs of the individual and the wider student community.

**Honest**

We act honestly, think ahead and deliver on our promises. We share our hopes, challenges and successes widely and effectively.

**Collaborative**

We always seek to work in partnership to help us realise our shared ambitions.

**Determined**

We know what is important to ARU students and are driven to achieve the best possible outcomes for them.

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**Reporting to:** Assistant Manager Sales, Venues & Events

**Section:** Opportunities and Services

**Wage:** £8.75ph

**Hours of Work:** 0 hour contract, on average 8+ hours a week during peak times (August, September, January)



**Place of Work:** Chelmsford or Cambridge

The Students' Union is fully committed to its policies and procedures on Equality and Diversity.

**Purpose of Job:**

To assist in the organisation of both Freshers' Fair and other Media Sales related activity including promotion.

- To support new customer growth by being a focal point of contact in our operational area, promoting our services and advertising opportunities to new and existing customers.
- To assist the Assistant Manager Sales, Venues & Events in the effective organisation of the Freshers' Fairs.
- To know your products and be able to communicate these effectively to clients.
- To promote key events and activities and distribute publicity.
- To manage software effectively (e.g. Digital Screen cloud) to ensure information is up-to-date and is effective.

**Other**

- Carry out all duties and responsibilities in accordance with the Equal Opportunities Policy and Student/Staff Protocol
- Actively promote exceptional customer service, taking a proactive approach at all times.
- Attend and contribute to team meetings, Students' Union meetings, and other meetings as directed.
- Carry out any other duties or projects as may be assigned to the post-holder by the Students' Union and which are reasonably consistent with the position.
- Support the Environmental Policy.

The Students' Union expects all staff to participate in any training programme, meeting or conference considered relevant to your job. The Students' Union expects all staff to participate in, and take ownership of, their Induction, Personal Development Review, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Fresher's Fair, Elections, Open Days and any other key events. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.