



HARLAXTON

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Social Media Interns

FIXED TERM POSITIONS AT HARLAXTON COLLEGE, ENGLAND

Overview

Harlaxton College is seeking two social media Interns. This is a fixed term appointment where the interns will serve the Spring and Summer 2025: Arrival February 15th - Departure 15th August 2025.

Responsibility

The positions will serve as a social media interns.

Responsibilities will be to:

- Assisting alumni engagement officer with content for our alumni audience
- Graphic Design
- Creates content for social media for the college, manor, walled garden, and other enterprise ventures
- Scheduling social media on all platforms
- Updating the website as determined by the managers and teams
- Assisting with design of open house, weddings and VIP events
- Develop promotional materials for the college, manor, walled garden, and other ventures, with guidance from the management team.
- Other duties and projects as assigned

Qualifications

We are seeking applicants who will have completed a baccalaureate degree at the time of the internship, who have had experience of working social media, marketing, wordpress and who have a strong interest in graphic design or website design. Candidates should have excellent verbal and written communication skills, be able comfortable working independently, be willing to work evenings and weekends and must be able to maintain confidentiality when working with student information and sensitive documents. Experience while an undergraduate student of living in on-campus Residential Halls is desirable. Applicants must have legal right to live and work in the UK OR meet UK **Temporary Work GAE** eligibility requirements.

Compensation

Furnished lodging and three meals a day (Meals during term time, midterm break or when the students are not on-site catering is not provided) will be provided at Harlaxton College. The flexible work week will average 40 hours including some weekends (Annual leave will be based on the requirement of the business). The Social Media Interns will have access to a shuttle service into Grantham town center, on-campus nurse, library, laundry facilities, the on-campus gym.

Step 1 in Application: Selection by Harlaxton College

Please send a detailed cover letter and resume/cv with references to hrcarter@harlaxton.ac.uk From this pool, applicants will be selected to participate in a first-round interview with Harlaxton via Zoom. Due to the high volume of applicants, we cannot offer each applicant an interview. Once the first round is complete, a second round of interviews will be offered to the top candidates and references will be checked. **Applications are due 15th October 2024.**

Step 2 in Application: Clearance and UK visa process (for non-UK Citizens)

If you are selected by Harlaxton for this position, and do not already have the right to work in the United Kingdom, your next step is to apply for a **Temporary Work** GAE visa from the UK government through [BUNAC's Intern in Britain program](#). Please check the requirements for **Temporary Work GAE** visas to ensure your eligibility. The successful candidate will be responsible for covering the cost of the Intern in Britain program and insurance, the cost of the visa and **any** associated fees, and flight/transportation to and from the Manor at the start and end of the position. As part of the application process, you must be able to have your fingerprints and photo taken at a US Department of Homeland Security application support center.

Questions?

If, after carefully studying the Harlaxton, BUNAC, and UK government websites, you still have questions, please contact: hrcarter@harlaxton.ac.uk