

Student Jobs on Campus – Promotional/Advertising Processes

Contents

Introduction	1
National Promotions	1
ACU social media (e.g. Facebook)	2
Student News and Events – Job of the Month	2
Library screensavers	3
Campus Specific Promotions	4
OCD emails.....	4
Student life Instagram.....	4
QR code poster	5
Fortnightly “What’s on” newsletters	5
Campus student societies and associations.....	6
Appendices	8
Appendix A: Student News – Job of the Month Article Template	8
Appendix B: OCD Email Template.....	10
Appendix C: QR Code Poster	11
Appendix D: Screensaver example	12

Introduction

Student Jobs on Campus roles can be advertised nationally or on specific campuses. Please note that some promotions can be actioned within 2-3 days while others require a minimum 2 weeks notice. As such, it is recommended that roles are open and advertised for a minimum of 2 weeks to allow for various and widespread promotion.

Planning a promotional schedule to avoid duplicating advertisements on the same platforms within a certain time frame is also recommended.

National Promotions

Can only be used when advertising simultaneously across a minimum of 4 or more campuses.

ACU social media (e.g. Facebook)

Please note: Requests for posts on the ACU Facebook page require 2-weeks' notice, so roles with a closing date within 2 weeks are unsuitable for this platform of promotion unless booked in prior.

To advertise your roles through ACU's official social media platforms, please follow the instructions below.

1. Submit a Service Central request for content to be posted on social media channels through this [form request](#).

Be sure to provide the CareerHub SJC job link so that students can see and apply for the positions <https://unihub.acu.edu.au/students/jobs/search?text=&typeofwork=1086&location=>

Or find the form by visiting Service Central through **MER > Digital Marketing > Content on Social Media Channels**.

If you encounter any issues, please contact Benjamin Marshall from Social Media Coordinator, Marketing and External Relations at Benjamin.Marshall@acu.edu.au.

2. You will receive a response to your Service Central ticket notifying you about the posting schedule for your content, or if there are any issues that need to be attended to.

Student News and Events – Job of the Month

National Student Jobs on Campus roles can be advertised monthly in the Student News and Events bulletin as a Job of the Month entry, when advertising simultaneous positions across a minimum of 4 or more campuses

1. We would recommend drafting an article including the following information:
 - Role title and relevant campuses
 - A brief description, about the role and what will be expected of students
 - What students can gain from the role
 - Hourly rate
 - Closing date
 - Link to SJC board or specific job advertisement link copied from CareerHub
 - Referral to [Application Assist](#) for support in applying for the role.

Please see Appendix A for an article template.

2. For instructions on uploading onto the Student Portal, please see the manual [Editing on the New Student Portal](#).

Ensure you follow the naming conventions outlined in the manual. Image dimensions for portal news items required are **262px wide x 160px high**. Please make sure any image you upload is this size.

Library screensavers

1. An [ACU PowerPoint template](#) can be used to create a screensaver slide for display in the libraries across ACU campuses. Please ensure it aligns with the [ACU style guidelines](#).
2. As clickable links cannot be included in digital screensavers, it is recommended that only a simple call to action is featured, sending students to the CareerHub web address for more information.
3. Submit a [request](#) through Service Central, following the required dimension specifications.
4. Input a desired start and end date for the screensaver, in line with the close date of the job ad.

Campus Specific Promotions

OCD emails

Request can be sent to Campus Deans for emails to be sent to student on each campus. Provide an email template (similar to that of **Appendix B**).

- **Ballarat:** Send to EA Anne McConnell Anne.McConnell@acu.edu.au requesting OCD Bridget Aitchison's consideration.
- **Blacktown:** Send to OCD Valentine Mukuria Valentine.Mukuria@acu.edu.au
- **Brisbane:** Send to OCD Suzanne Kuys at OCD.Brisbane@acu.edu.au
- **Canberra:** Send to EA Kathleen Beattie OCD.Canberra@acu.edu.au requesting OCD Darius von Guttner's consideration.
- **Melbourne:** Send to OCD Krista Maglen OCD.Melbourne@acu.edu.au
- **Strathfield:** Sent to EA Anne OCD.Strathfield@acu.edu.au requesting OCD Belinda von Mengersen's consideration.

Student life Instagram

Requests can be sent for content to be posted on the Student Life Instagram story. **Please email:**

- aculife.blacktown@acu.edu.au
- aculife.brisbane@acu.edu.au
- aculife.canberra@acu.edu.au
- aculife.northsydney@acu.edu.au
- aculife.melbourne@acu.edu.au
- aculife.strathfield@acu.edu.au

1. Please provide a few brief dot points about the role and a related image (ideally of portrait orientation).

E.g.

[Insert department/team/role] is now hiring [nationally/on insert campus]



- First Year Student Mentors and PASS Leaders roles available
- Secure a great job for 2024
- Enjoy hourly rates of \$37.65

Apply here: <https://unihub.acu.edu.au/students/jobs/search?text=&typeofwork=1086&location=>

QR code poster

QR code posters can be used to promote both national and campus-specific roles. These are suitable for distribution and display in high traffic areas of campus, such as the cafeteria, library and AskACU offices.

1. Use an ACU Poster Template to format the poster. These are available through the ACU Staff website, accessible through [Marketing and Communications > Office Templates \(SharePoint\)](#) > **Flyers and Posters**

An example QR code poster is included under **Appendix C**.

2. There are various QR code generators available online, however please be mindful as some website QR codes expire after a certain time-period. We recommend using [Adobe Express QR Code Generator](#).

Fortnightly “What’s on” newsletters

Key co-curricular teams (Campus Ministry; Sport, Wellbeing and Residential Life; Student Life) will compile, edit and send fortnightly campus-based events newsletters. These “what’s on” newsletters will provide comprehensive and targeted calendars of the university’s co-curricular events, segmented by campus. **Students will be able to unsubscribe from this newsletter.**

1. Content requirements

The overarching principles which inform student bulletin/newsletter strategy will remain the same as they have been previously. Both the Student News and Events bulletin and the “what’s on” newsletters are intended to be representative snapshots of the university’s offerings to students. The relevant communications teams will review submitted items from a holistic, student perspective and ensure that the content is balanced and sourced from a range of contributors.

Items submitted for inclusion are required to be:

- **Relevant:** Content must be for current students and be ACU-affiliated
- **Newsworthy:** Content should be newsworthy and aim to communicate a specific piece of new information, key milestone, event or activity to students.
- **New:** The same article will rarely be repeated in multiple editions. Stakeholders may submit content about the same topic more than once, however the content should be written from a new angle or contain new/additional information.
- **Timely:** Content is more likely to be read if it is timely. Content should be submitted as close as possible to when the event or initiative will take place/took place (if it is a post-event report/story in Student News).

2. How to submit content

- a. To discuss inclusion, email the relevant campus ACU Life email (see below) by the content due date.
 - aculife.ballarat@acu.edu.au

- aculife.blacktown@acu.edu.au
 - aculife.brisbane@acu.edu.au
 - aculife.canberra@acu.edu.au
 - aculife.northsydney@acu.edu.au
 - aculife.melbourne@acu.edu.au
 - aculife.strathfield@acu.edu.au
- The co-curricular team will endeavour to accommodate events requested for inclusion from outside of Student Life, SWRL and Campus Ministry, provided these are submitted by the content due date and originate on the ACU Life platform, or can be linked to a suitable location.
 - Events should be campus-specific, unless it's a national online program (e.g., virtual running program)

STUDENT JOBS ON CAMPUS

AskACU Casual Service Assistant

Join ACU's central support hub and provide support to your peers and staff on campus. Respond to online and in-person queries, maintain knowledge articles and undertake admin tasks while earning \$43.43 per hour. [Apply now](#). Applications close Monday 18 September.



Campus student societies and associations

Emails to campus student societies can assist with promoting campus-specific roles.

1. Find Student Association emails and current President names on the [Campus student associations](#) webpage.
2. Below is an example of an email you can send to the student associations:

Good morning Maple and MAKSA,

I hope you are well!

I wanted to get in touch on behalf of SJC to let you know about the exciting new roles we have available on the North Sydney campus.

- [First Year Student Mentor](#): Provide peer mentorship to commencing students to support their successful transition to university life.
- [PASS Leader](#): Facilitate weekly small group study sessions for first year students currently enrolled in a subject that you successfully completed in the past.

These roles are a great opportunity to develop professional skills while supporting your peers on campus.

Click on the links about to find out more and apply. Hourly rates are **\$37.65**.

The closing date is **Sunday 15 October**. Don't miss out!

Thank you for sharing this around and encouraging your members to apply.

Kind regards

Appendices

Appendix A: Student News – Job of the Month Article Template

HEADING

Student Jobs on Campus' Job of the Month – First Year Student Mentor

TAG LINE

Are you passionate about supporting first year students as they begin their university journey?
Become a First Year Student Mentor today!

BODY

Provide peer support and encouragement to commencing students to ensure their successful transition into university. Answer common questions, give advice, facilitate engagement activities, and provide social support in this dynamic, rewarding role.

This is a great opportunity to build mentorship skills, create community and earn some money! Did we mention hourly rates are **\$37.65?**

These roles are now hiring on every ACU campus and both domestic and international student are welcome to apply. Application close **Sunday 15 October**.

Please leave the below information in the article so students can access support with their application (however remove this text prior to submission).

How to apply

All Student Jobs on Campus opportunities are advertised on LEO or UniHub.

Simply login to [LEO](#) and view the **Vacancies: Student Jobs on Campus** listed on the right

or

Login to [UniHub](#)

Click on **Careers and Employment** or **CareerHub**

Click on **Student Jobs on Campus**

You can see the available roles. Then, you can filter through the opportunities to find the vacancies on your campus.

Important information

All Student Jobs on Campus positions require you to address selection criteria.

Each Student Jobs on Campus position requires you to respond to all the selection criteria, provide a cover letter and your resume as part of your application.

Get help with your application

We encourage you to access the Career Development Services [Application Assist](#) on this platform. Through this service, you can access resources to help you write application documents (including your resume, cover letter and addressing selection criteria).

You can also submit these documents for review and receive feedback from one of our Careers Advisors. *Please allow a three-business day turnaround for responses.*

Questions

If you have any questions relating to the role, please contact the hiring manager. You will find the Hiring Managers contact details in the job descriptions.

Don't miss your opportunity to work on campus!

Appendix B: OCD Email Template

Good afternoon

Are you looking for a job that you can balance alongside your studies? Want the convenience of having work and uni in the same place? Then Student Jobs on Campus has the perfect roles for you!

Three new SJC roles are now available in Ballarat. Check them out below:

- [Residential Advisor](#): support students to feel safe and settled while living in residence by building connections and encouraging their participation in residential activities and events.
- [First Year Student Mentor](#): provide peer mentorship to commencing students to support their successful transition to university life.
- [PASS Leader](#): facilitate weekly small group study sessions for first year students currently enrolled in a subject that you successfully completed in the past.

These are the perfect roles to gain employability skills and professional experience within a supportive environment. Not to mention hourly rates are **\$37.65**.

Hurry! Applications close as early as **Monday 2 October**.

For assistance with your application, please visit [Application Assist](#).

Please ensure you address all the requirements of the application including all the selection criteria.

Kind regards,

acu.edu.au



First Year Student Mentors hiring in Ballarat!

Provide peer support and encouragement to commencing students and be the friendly face they can rely on throughout their transition to university.

Support new students to engage in campus activities, answer common questions and provide advice as they settle into ACU life.

Hourly rates of \$37.65

To find out more and to apply, scan the QR code below!

Applications close **Sunday 15 October.**

Be sure to check out the Student Jobs on Campus Jobs Board regularly as new opportunities can be added at any time!



CRI COS registered provider: 00004G



Student Jobs on Campus hiring in Blacktown!

- Multiple roles now available and we need your application!
 - **Event Assistant – Open Day**
 - **AskACU Casual Service Assistant**
 - **Library Assistant**
 - **IT Support Services Assistant**
 - **Administrative Officer**
 - **Widening Participation Student Ambassador**
- Hourly rates starting of \$37.65.
- Applications close as early as this **Sunday 2 July**



Scan the QR
code to apply!