

UCC Students' Union Commercial & Communications Officer

Full-Time Position



Being Part of UCC Students' Union

UCC Students' Union is run by an executive, which reports to Student Council. This March, 5 full-time officers and 7 part-time officers will be elected to the Students' Union Executive.

The full-time officers will take a year out of their studies, or will work for a year if they're in final year. Part-time officers will carry out their positions while completing their studies.

All officers work for the benefit of all UCC students through their positions. They sit on committees in the University, organise events & campaigns and work on various projects.

Core Responsibilities

Promotion of SU Services

The SU offers a significant number of services to students of the University. From Welfare & Education services within the University to representation on a variety of issues within the University and on a national level.

The Comms Officer is responsible for promoting these services to the student body so that they can avail of them if the need requires.

Communicating Work of the SU

The majority of the work that the SU does happens behind the scenes. Most students don't see the meetings, committee work, etc. that goes into the work of the SU.

One of the roles of the Comms Officer is to attempt to expose this core work of the SU to the student body.

Social Media

The Comms Officer is responsible for maintaining an active social media presence for the SU across all social media platforms. This includes promoting SU events, campaigns and all other activities.

Information & Referral Service


As the administrator of Social Media, a significant number of the questions & issues facing students come in through the Student's Union social media channels.

It is the responsibility of the Comms Officer to respond to these queries where possible and refer students to the appropriate SU Officer, University service, etc.

Income Generation

The Comms Officer is also responsible for generating income so that the SU can function effectively. This is primarily done through generating advertising deals between the SU and external companies.

This includes dealing with current companies that advertise with the SU and going out to create deals with new companies.



Sponsorship

From Freshers Week to RAG Events, many of the SU Activities require sponsorship and it is the responsibility of the Comms Officer to organise this. This could be working with a company to sponsor the Freshers Bags so that they are cost-neutral or securing sponsorship of prizes for events during RAG Week.

Merchandise

The SU orders a significant amount of merchandise throughout the year. Between freshers bags, lanyards, bottle openers, pens, hoodies, etc. there can be a high level of expenditure across the year. One of the responsibilities of the Comms Officer is to negotiate with a number of suppliers so as to secure deals throughout the year to keep expenditure on merchandise as low as possible.

Press Relations

Another responsibility of the Comms Officer is to deal with media and press queries. This includes drafting and sending press releases, dealing with journalists and devising press strategies for the SU.

Class Hoodies

The Comms Officer is responsible for organising class hoodies for classes throughout the University. The Comms Officer negotiates with a number of suppliers to organise class hoodies at the best possible prices for UCC students, cheaper than other commercial outlets.

Student Media Representation

UCC has a variety of Student Media outlets. The Comms Officer is responsible for representing their interests on a University level. This includes securing appropriate space and resources for the student media and assisting student media outlets in appropriating/administering their budget. The Comms Officer is also the chair of the Student Media Executive.

Students' Union Website

The Comms Officer administers the Students' Union website. This includes posting content on the website and ensuring all information the website is up to date.

Graphic Design

The Comms Officer is also responsible for the graphic design and visual identity of the SU.



Other Responsibilities

Any officer of the SU can be responsible for a number of other projects throughout the year, as directed by the President, Executive, Council or the officer themselves.

In previous years, the Comms Officer of the SU has worked on projects including the new Student Hub, development of the UCC App, launching a MyStudentJob online jobs service and lobbying the University for improvements to the Wi-Fi infrastructure.

If you want to take on a key leadership role in the SU, you need to be a teamplayer and take on whatever you're asked to even if it's outside the focus of your role - so whether it's RAG Week, Ents, putting up posters, manning a stand on campus, you need to be willing to lend a hand.

Major Committees

- Students' Union Executive
- Information Services Steering Group
- SFS UCC Ltd. Board of Directors (UCC Student Centre)
- Student Centre Board of Management
- Student Hub Working Groups
- Student Hub Project Team
- Student Media Executive
- UCC 98.3fm Radio Committee
- Blackstone LaunchPad Cross Campus Stewardship Council

Questions?

If you've any questions we'd love to help you out. You can contact the current Comms Officer on comms@uccsu.ie.

If you don't want to contact that person, or just have a general question about working with the Students' Union, you can email info@uccsu.ie

