



The  
University  
Of  
Sheffield.

*The  
Careers  
Service.*

## **Student Brand Manager and Related Vacancies Student Information**

### **Context**

The University of Sheffield Careers Service aims to provide a high quality integrated guidance, information and vacancy service to current students and recent graduates of the University. While recognising it also serves a number of other people and organisations its primary client group are the University's current students and graduates.

Students and graduates can expect to access a range of vacancy information appropriate to their needs and aspirations. The Careers Service recognises that students undertaking and reflecting upon periods of work experience, including working in 'marketing' and 'promotional' positions can enhance the development of employability skills and capabilities. However, there are times when some activities give rise to concerns and complaints within and around the University. Therefore all employers advertising Student Brand Manager or related vacancies on campus are required to sign an Employer Agreement, agreeing to a number of Conditions of Advertising, before the Student Jobshop will advertise the vacancy.

**If you are applying for a post of this nature, it is ESSENTIAL that you are also aware of these conditions as students are expected to adhere to these.**

### **Conditions of Advertising**

The following conditions developed by the Careers Service in agreement with the Union of Students aim to reduce the potentially negative effects from students working in a manner which could cause concerns or disrupt the functioning of the institution's core activities.

When employing Student Brand Managers, or students undertaking marketing and promotional activities on campus on their behalf, companies must ensure that:

- a) the student employed makes contact with the Marketing Department of the Union of Students at the University of Sheffield before commencing any marketing or promotional activities
- b) the work being undertaken will not disrupt the normal business of the University e.g. announcements in lectures etc
- c) the work will not involve the distribution of any products around the University including accommodation/halls (unless otherwise agreed by a relevant University or Union of Students department or unless the undertaking of these activities is contained within an organised event, e.g. fairs)
- d) the work will not require the student to make inappropriate use of the University IT facilities  
- this includes the use of their university email account and PCs in computer rooms.
- e) the products advertised are not likely to damage the reputation of the institution or its student body

If students have any queries regarding this guidance please contact the University of Sheffield, Student JobShop, Students' Union, Western Bank, Sheffield, S10 2HG. Email: [studentjobshop@shef.ac.uk](mailto:studentjobshop@shef.ac.uk) or phone: 0114 2220940