

**University of Sheffield  
Careers Service  
Student Brand Manager and Related Vacancies  
Employer 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.

**Organisations advertising Student Brand Manager or related vacancies via the University's Student Jobshop are required to abide by the following conditions, developed by the Careers Service in agreement with the Sheffield Union of Students.** These 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.

**Conditions of Advertising**

When employing Student Brand Managers or students for similar vacancies (marketing and promotional activities), companies must ensure that:

- a) the student employed makes contact with the Student Connection in 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)
- 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.

Please note that the Student Jobshop reserves the right to refuse to advertise or to withdraw vacancies from organisations who breach these conditions.

If your organisation is able to abide by these conditions,

- please complete, sign and return the Employer Agreement to the Student Jobshop at the University of Sheffield. Forms can be obtained from the Student Jobshop.
- on receipt of this signed form your vacancy will be advertised via the online Careers Vacancy Service and the Student Jobshop in the Students' Union
- the signed Employer Agreement will remain valid for a period of 12 months from the date of signing

For further information please contact the Student Jobshop on 0114 2220940 or email: [studentjobshop@sheffield.ac.uk](mailto:studentjobshop@sheffield.ac.uk)