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| **Committee Position:** | **Oxide Radio | Secretary** |
| **Department:** | Oxford SU - Communications |
| **Responsible to:** | Digital Communications Coordinator |
| **Hours of Work:** | 3 to 5 Hours a Week |
| **Committee Position Duration** | September 2019 – June 2020 |

The Oxide committee is selected on an annual basis. They are responsible for the overall running of the station for the academic year. Student radio is at the heart of university culture across the country and further afield, giving students the opportunity to share their passions with a global audience. We at Oxide pride ourselves on providing the platform and support to ensure that interested students can get fully involved in radio broadcasting in many ways.

**Main Duties and Responsibilities include but are not limited to:**

* Take minutes of all Oxide committee meetings.
* Manage the Oxide Radio bookings system on Google Calendar.
* Make sure emails are sent to the Oxide Radio Mail List.
* Work with the program controllers to create a weekly schedule for Oxide Radio.
* Work with fellow committee members to keep presenters and listeners Informed.

**Skills:**

* Organized
* Approachable
* Basic graphic design experience

**General Responsibilities:**

* To represent Oxide Radio and maintain a professional and positive image of Oxide Radio.
* To attend Oxide committee meetings, project meetings and any other such meetings as required.
* To comply at all times with Oxide radio and Oxford SU’s policies and organisational values.
* To take reasonable care of health and safety in relation to themselves, other people and resources whilst at work; to comply with Oxford SU’s Health and Safety Policy to enable Oxford SU’s responsibilities under the Health and Safety at Work Act to be performed; and
* To undertake any other tasks as may be reasonably required by Oxford SU’s Digital Communications Coordinator

*NB - Full training and handover will be provided by outgoing committee*

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**How to apply:**

Send a short cover detailing why you would be a good fit for the position.

**Please send applications to** digitalcomms@oxfordsu.ox.ac.uk

**Closing date:** Monday 22nd April 2019. Interviews will be scheduled for 1st Week of Trinity Term.