



**QS Quacquarelli Symonds** was founded in 1990 and has established itself as the leading global provider of specialist higher education and careers information and solutions. At QS we believe that education and career decisions are too important to leave to chance, we want to ensure candidates have access to the best tools and the best independent expert information before making a decision.

Our activities span across 50 countries, working with over 2000 of the world's leading higher education institutions and over 13,000 employers. We provide services at each key career stage; first degree, Masters, PhD, MBA, and Executive-level. We look forward to working with you!

**About the hiring department:** QS Professional Services works with career services departments of business schools to help them to connect their students and alumni with prospective employers. Products include QS Global-Workplace ([www.qs.com/globalworkplace](http://www.qs.com/globalworkplace)), a membership-based website featuring jobs and career advice. Recruiters can search the member database and promote career opportunities.

### ***BASIC INFORMATION***

**Job title:** Online marketing and administration assistant (internship)  
**Department:** QS Professional Services  
**Location:** NW3, London, UK

### ***MAIN PURPOSE OF THE ROLE***

Assist the Operations Manager with maintaining QS Global Workplace and using social media and email marketing to increase the number of visitors to the site and to provide greater value to members.

### ***RESPONSIBILITIES***

- Maintain content on QS Global Workplace; e.g. employer directory, links, career advice and news
- Maintain content on pages / groups on social media; LinkedIn, Twitter etc.
- Assist with creation and maintenance of sales and marketing collateral (including HTML)
- Update databases of contacts in business school career services and of recruiters in companies
- Send emails and newsletters to relevant contacts; business schools, recruiters and GWP members
- Admin tasks, such as running reports using GWP and Google Analytics
- Manage feedback and enquiries

### ***THE PEOPLE WE ARE LOOKING FOR***

- Good all-round communications skills, including very good level of written English
- Basic understanding of marketing principles
- Organised – able to prioritise and manage time effectively to meet deadlines
- Self-motivated and able to work individually and as part of a team
- Flexible; happy to adjust to meet evolving demands of the business
- Regular user of social media (e.g. Twitter) and other web sites and mobile applications
- Competent user of Microsoft Word, Excel PowerPoint

### ***DESIRABLE SKILLS***

- WordPress experience highly desirable; perhaps from maintaining their own blog
- Basic HTML and / or web development software, such as Dreamweaver
- Familiarity with Higher Education / Career Services / Recruitment

To apply, e-mail your CV and covering letter with current salary details to [hrrecruitment@qs.com](mailto:hrrecruitment@qs.com)