

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES  
ENJOY A VIBRANT LIFESTYLE**

### University Student - Digital Communications

<b>Division</b>	Community and Environmental Services	<b>Department</b>	Cultural Services
<b>Reports To</b>	Library eServices and Systems Leader	<b>Direct Reports</b>	No

#### Position Purpose

This position will provide general administrative and operational support and assistance to the library branch services through digital communication and project work.

#### Key Responsibilities and Outcomes

##### Operational

- Support in the delivery of digital communications across multiple channels, including web, Facebook and eNewsletters.
- Provide general administration and project support to the Systems and eServices Leader.
- Participate in staff training and development and contribute to a positive working environment.
- Work cooperatively within a team-based environment.

##### Values

At Moreton Bay Regional Council our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

#### Decision Making

**Budget** - NA

**Delegations** - Applies policies and refers to supervisor where advice required.

#### Knowledge & Experience

- Enrolment and progression towards a tertiary qualification in a Communication degree with a focus on digital communication.
- Demonstrated ability to support positive online customer experiences and drive increased engagement.
- Demonstrated numeracy, keyboard and verbal and written communication skills appropriate to the role.
- Well-developed written and oral communication skills including the ability to engage with broad range of people who use public libraries.
- Demonstrated self-motivation, initiative and the ability to exercise independent judgement within the parameters of the role.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct employees to perform other duties at their discretion.*