



## LSE Saw Swee Hock Southeast Asia Centre

### **Communications and Events Assistant**

SEAC is looking to hire a Graduate Student to work as Events and Communications Assistant to assist SEAC's events, communications, and other outreach activities during the 2024/25 academic year.

The main duties of the post-holder will be to support SEAC's weekly hybrid events, run SEAC's social media platforms and LSE Southeast Asia Blog, and write SEAC's newsletters.

The post would be particularly suitable for graduate students with experience in organising and supporting the delivery of events, using a range of social media tools in a professional environment, and having demonstrable written communication and copywriting skills.

The total number of expected working hours is around 15 hours per week starting in late September 2024 until June 2025. Hourly pay will range from £15 to £20 (including holiday pay), depending on experience. To apply, please send your CV and a short statement outlining your interest in the role to [seac.admin@lse.ac.uk](mailto:seac.admin@lse.ac.uk). Please detail your experience with events and communications, providing clear examples. Note that since the role supports the delivery of events, some evening work may be required. SEAC's AT event schedule can be found on our website, and any applicants should be free to deliver these events (i.e. should not have a conflicting class schedule). The closing date for receipt of applications is Sunday September 8 2024 (11.59pm UK time).