

**NETWORK 75 STUDENT**

**WORK PLACEMENT BRIEF**

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COURSE: BSc (Hons) Computing

**SUMMARY OF MAIN DUTIES**

1. Support the Communication/Engagement team in the following areas:
   1. Creation of animation videos using Powtoon tool
   2. Maintain and support of Microsoft Sharepoint site
   3. Maintain and support the ViH web site
   4. Support with teams Twitter, LinkedIn and Youtube channels
   5. Assess Google Analytics feeds and inform improvements
   6. Graphic design (optional) – to use graphics site Shutterstock and/or create images to support presentations, newsletters, reports and articles
2. Support the Portfolio Project Management Office
   1. Support Story owners and subject matter experts to collate project outcomes and impact findings to inform newsletters and reports
   2. Monitor the generic email mailbox
   3. Explore the use of Power APPS to automate some general team activities/creation of forms etc
3. Other duties
   1. Use programme\analytical skills (ideally in R, SQL, AI and/or ML) to research opportunities to gain greater data insights from existing data sets
   2. Support staff with any IT issues and liaise with Cwm Taf University IT Department on any escalated support requests
   3. Provide general admin support for existing support staff

Opportunity to rotate and work alongside other Network 75 students across CTM UHB