

JOB DESCRIPTION

GRADUATE INTERNSHIP PROGRAMME 2025

1.	Internship Title	036190 Intern – Early Childhood Education and Practice Placement
2.	Duration	6 months
3.	Hours of Work	The appointee will work 35 hours per week together with such additional hours as may be required from time to time for the proper discharge of their duties
4.	Department	Humanities
5.	Reports To	Head of Department or appointed nominee
6.	Duties and Responsibilities	<p>This internship provides an opportunity for an Early Childhood Education and Practice graduate to gain valuable experience bridging the gap between study and work. They will be in a position to develop their skills and knowledge base in a workplace setting under the full support and guidance of a SETU mentor. In addition, the intern will be able to apply their knowledge in a real work environment, gain networking opportunities and build their confidence, thus enhancing their career prospects.</p> <p>The range of duties assigned to an intern may vary greatly, but the following indicate some of the principal supervised duties and responsibilities:</p> <p>Reporting to the Head of Department of Humanities, the Intern will take direction from the Professional Practice Coordinator and will:</p> <ul style="list-style-type: none"> • Engage in a variety of administrative tasks necessary to support professional practice placements • Engage with students regarding placement options • Verify that student vetting and references are prepared in advance of placement • Organise necessary induction session to all students on placement and professional development pertinent to their year of study • Review and update student progress files and maintain databases • Support with the development of supervised professional practice policies, procedures and documentation for both students and placement providers • Organise and coordinate the placement visit schedule • Organise content for and delivery of workshops • Develop student and placement mentor questionnaires • Support in the analysis of data and write up the findings of data for development of the professional practice module • Support research for and expansion of our placement provider database, in addition to handling incoming placement inquiries • Support the Early Childhood programme board through the preparation of reports and maintaining records relating to student attendance • Undertake other duties as required by the Head of Department/Function or other designated person
7.	Essential Requirements	<ul style="list-style-type: none"> • A relevant SETU Level 8 Honours Degree (first or second-class) or relevant SETU Level 9 Masters degree from 2023 or 2024 OR • A final year SETU student in the 2024/25 academic year

		<ul style="list-style-type: none"> • Full clean Irish driving licence • Garda Vetting
8.	Desirable Qualifications/Skills	<ul style="list-style-type: none"> • Excellent interpersonal, team working and time management skills • Excellent written and verbal communications and presentation skills • Enthusiastic and motivated • Excellent IT skills • Professional manner
9.	Salary	€2,055 per month