

## JOB DESCRIPTION

### GRADUATE INTERNSHIP PROGRAMME 2025

1.	<b>Internship Title</b>	<b>036192 Intern – Estates</b>
2.	<b>Duration</b>	6 months
3.	<b>Working Week</b>	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.	<b>Department</b>	Estates
5.	<b>Reports To</b>	Estates Manager or appointed nominee
6.	<b>Duties and Responsibilities</b>	<p>This internship provides an opportunity for graduates 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> <ul style="list-style-type: none"> <li>• Carry out checklists and assist the estates team in carrying out checks to all the rooms and equipment in the Estates Department on a regular basis.</li> <li>• Survey the campus and update the internal and external services drawing.</li> <li>• Update drawings on the Estates.</li> <li>• Assist in the preparation of Tender Documents.</li> <li>• Participate in the updating of SETU's Health &amp; Safety Documents including the carrying out of safety audits.</li> <li>• Prepare/ assist with the preparation of documents regarding works proposals.</li> <li>• Participate with the controlling of energy usage on campus using the Building Energy Management System and other controls.</li> <li>• Carry out energy audits.</li> <li>• The successful candidate will be expected to travel to the Wexford and Wicklow campus when required so will need their own transport and a full, clean Irish driving licence</li> <li>• Undertake other duties as required by the Head of Department/Function or other designated person</li> </ul>
7.	<b>Essential Requirements</b>	<ul style="list-style-type: none"> <li>• A relevant SETU Level 8 Honours Degree (first or second-class) or relevant SETU Level 9 Masters degree from 2023 or 2024 <b>OR</b></li> <li>• A final year SETU student in the 2024/25 academic year</li> </ul>
8.	<b>Desirable Qualifications/Skills</b>	<ul style="list-style-type: none"> <li>• Excellent Autocad skills</li> <li>• Excellent interpersonal, team working and time management skills</li> <li>• Excellent written and verbal communications and presentation skills</li> <li>• Enthusiastic and motivated</li> <li>• Excellent IT skills</li> <li>• Professional manner</li> <li>• Full clean Irish driving licence and own transport</li> </ul>
9.	<b>Salary</b>	€2,055 per month