

JOB DESCRIPTION

GRADUATE INTERNSHIP PROGRAMME 2025

1.	Internship Title	036193 Intern – Events
2.	Duration	6 months
3.	Working Week	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. This may include working evening hours on occasion. A flexible approach to work is needed, as the role will require some out of hours work and Saturday work occasionally throughout the academic year.
4.	Department	Estates
5.	Reports To	Estates Manager or appointed nominee
6.	Duties and Responsibilities	<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> <p>The purpose of the role is to play an important part in the promotion of the University to prospective applicants and to provide general support and assistance to the Events within SETU.</p> <p>Key Duties</p> <ul style="list-style-type: none"> • Digital Marketing and Design: Create engaging digital posters and promotional materials for university events. Assist in managing event-related content on social media and internal communication platforms. • Event Planning and Coordination: Support the planning and logistical coordination of key university events, including conferring ceremonies, open days, and other showcase events. Assist in developing event layouts and schedules to ensure smooth operations. • Event Setup and Support: Aid in the setup and breakdown of event venues, ensuring all equipment and materials are organised. Provide on-site support during events to facilitate seamless execution. • Stakeholder Collaboration: Work closely with internal university stakeholders, including faculties, functions and students. Liaise with external stakeholders, such as vendors, guest speakers, and community partners. • Administrative Assistance: Maintain event checklists, timelines, and inventory of event equipment. Assist in post-event evaluations, including gathering feedback and preparing event reports. • General Support: Perform other duties as assigned to support the events team and contribute to the overall success of university events. Undertake other duties as required by the Estates Manager or other designated officer of SETU.

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
8.	Desirable Qualifications/Skills	<ul style="list-style-type: none"> • Planning, troubleshooting and coordinating skills. • Knowledge of relevant social media platforms – target audience, appropriate content and specs • Working knowledge of Adobe Creative Suite (or similar package) • Excellent multitasking skills. • Excellent interpersonal, team working and time management skills • Excellent written and verbal communications and presentation skills • Enthusiastic and motivated • Excellent IT skills • Professional manner • Awareness of University culture and values • Full clean Irish driving license and own transport
9.	Salary	€2,055 per month