

JOB DESCRIPTION

GRADUATE INTERNSHIP PROGRAMME 2025

1.	Internship Title	036194 Intern – Graduate Studies Office
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.
4.	Department	Graduate Studies Office
5.	Reports To	Head of Postgraduate Studies 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 Graduate Studies at the University to prospective applicants and to provide general support and assistance to the Graduate Studies Function within SETU.</p> <ul style="list-style-type: none"> • Support in the creation of social media posts and digital marketing advertising campaigns in line with University brand guidelines. • Work with internal and external personnel on the development of audio-visual material for the University’s website and social media channels in line with the University’s brand guidelines. • Assist in the development of information leaflets/brochures to promote Graduate Studies and GSO events. • Assist in developing/ maintaining mailing lists and data management • Writing and researching first drafts of press releases, web stories or other promotional or support material • Assist in the organisation, set up and support of GSO events such as research conference days and Graduate Student events. • Undertake other duties as required by the Head of GSO or other designated officer in the Department.
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"> • Experience in creating digital content and marketing campaigns • Knowledge of relevant social media platforms – target audience, appropriate content and specs • Working knowledge of Adobe Creative Suite (or similar package) • Excellent interpersonal, team working and time management skills • Excellent written and verbal communications and presentation skills

		<ul style="list-style-type: none">• 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