

## JOB DESCRIPTION

### GRADUATE INTERNSHIP PROGRAMME 2025

1.	<b>Internship Title</b>	<b>036195 Intern – International Office (Erasmus)</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. 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.	<b>Department</b>	International Office
5.	<b>Reports To</b>	International Affairs Manager or other designated officer of SETU
6.	<b>Description of Post</b>	<p>This internship provides an opportunity for recent SETU 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, but the following indicate some of the principal supervised duties and responsibilities:</p> <p>The purpose of the role is to support the administrative operations of the International Office including the following.</p> <ul style="list-style-type: none"> <li>• Assist the Erasmus section of the International Office in maintenance of its application, payment and related records concerning international students.</li> <li>• Assist in the organisation, set up and support of International Office events such as those relating to the Induction and Orientation of International Students.</li> <li>• Assist in creating or gathering content for social media relating to the International Office.</li> <li>• Undertake other duties as required by the International Affairs Manager or other designated officer of SETU.</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 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>• Awareness of University culture and values</li> </ul>
9.	<b>Salary</b>	€2,055 per month