

## JOB DESCRIPTION

### GRADUATE INTERNSHIP PROGRAMME 2025

1.	<b>Internship Title</b>	<b>036198 Intern – Social Care Professional Practice Placement</b>
2.	<b>Duration</b>	6 months
3.	<b>Hours of Work</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>	Humanities
5.	<b>Reports To</b>	Head of Department or appointed nominee
6.	<b>Duties and Responsibilities</b>	<p>This internship provides an opportunity for a Social Care 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>Benefits include a monthly salary plus expenses and public sector transport costs for official business and access to staff facilities (gym library, canteen etc.)</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"> <li>• Engage with students regarding placement choices</li> <li>• Organise content for and delivery of workshops</li> <li>• Organise necessary induction session to all students on placement and professional development pertinent to their year of study</li> <li>• Handle inquiries and incoming placement requests from placement agencies</li> <li>• Review and update student files and maintain databases</li> <li>• Organise and coordinate three-way meetings</li> <li>• Check and distribute documents and correspondence such as student contracts, mid-placement review forms, final evaluation forms</li> <li>• Develop student and supervisor questionnaires</li> <li>• Support in the analysis of data and write up the findings of data for development of the placement module</li> <li>• Support in the development of supervised professional placement policies and procedures, handbooks/manuals and evaluation forms, site visit forms etc, for both the student and placement</li> <li>• Engage in administrative tasks as necessary to support the above activities</li> <li>• Support the social care program board through the preparation of reports and maintaining records relating to student attendance</li> <li>• Coordinate the careers development seminar in conjunction with the careers department</li> <li>• Undertake other duties as required by the Head of Department 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> <li>• Full clean Irish driving licence</li> <li>• Garda Vetting</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> </ul>
9.	<b>Salary</b>	€2,055 per month