

## JOB DESCRIPTION

### GRADUATE INTERNSHIP PROGRAMME 2025

1.	<b>Internship Title</b>	<b>036202 Intern – Sport, Media and Marketing</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>	Sport Media and Marketing
5.	<b>Reports To</b>	Head of Department
6.	<b>Duties and Responsibilities</b>	<p>This internship provides an opportunity for sport, media or marketing 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 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 Sport, Media, and Marketing department within SETU.</p> <ul style="list-style-type: none"> <li>• Support the key activities of the Department of Sport, Media and Marketing. These include: liaising between the Sports Management Programmes and Director of Sports on activities and promotion, creating and maintaining content for social media platforms and assisting in the organisation and promotion of events for the department.</li> <li>• Support in the creation of social media posts and digital marketing advertising campaigns in line with University brand guidelines.</li> <li>• 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.</li> <li>• Assist in the development of course information leaflets/brochures to promote a particular course or suite of courses. These would contain different information than published in the University prospectus.</li> <li>• Assist in the organisation, set up and support of University events such as open days, TRY events, school visits and on campus events. These events may require support outside of usual work hours.</li> <li>• Assist with elements of student orientation.</li> <li>• Conduct campus tours on the Carlow campus for visiting school groups and individual campus visitors.</li> <li>• Undertake other duties as required by the Head of Department 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> <li>• Garda Vetting</li> </ul>
8.	<b>Desirable Qualifications/Skills</b>	<ul style="list-style-type: none"> <li>• Experience in creating media content.</li> <li>• Knowledge of relevant social media platforms.</li> <li>• Working knowledge of Adobe Creative Suite (or similar package)</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>• Awareness of University culture and values</li> <li>• Full clean Irish driving license and own transport</li> </ul>
9.	<b>Salary</b>	€2,055 per month