

JOB DESCRIPTION

GRADUATE INTERNSHIP PROGRAMME 2024

1.	Internship Title	036200 Intern – Sport and Student Services / Clubs & Societies (X3)
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	Sport and Student Services
5.	Reports To	Director of Sport 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> <ul style="list-style-type: none"> • Promote clubs and societies among student population • Work with sports and student services staff as well as clubs and society leaders to deliver a comprehensive sport and physical activity programme for all club and society members • Assist clubs and societies with administration, financing, and other related activities • Assist with training for student club and society leaders and members • Assist in annual clubs and societies awards event and event management for SETU sports clubs • Plan and develop health, fitness and wellbeing initiatives for students, staff and external community groups clubs and schools • Undertake other duties as assigned by the Director of Sport 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 • Be available to work evenings and weekends • Garda Vetting
8.	Desirable Qualifications/Skills	<ul style="list-style-type: none"> • Excellent interpersonal, team working and time management skills • Excellent written and verbal communications and presentation skills • Enthusiastic and motivated • Excellent IT skills • Professional manner • Full clean Irish driving license
9.	Salary	€2,055 per month