

JOB DESCRIPTION

GRADUATE INTERNSHIP PROGRAMME 2025

1.	Internship Title	036204 Intern – Student Services - Peer Mentoring
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	Student Services
5.	Reports To	Head of Learner Support and Student Services or other designated officer of SETU
6.	Duties and Responsibilities	<p>This internship provides an opportunity for 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 greatly, but the following indicate some of the principal supervised duties and responsibilities:</p> <ul style="list-style-type: none"> • Work as part of the Student Services team on transition activities of the Peer Mentoring Programme • Assist in the development and delivery of Peer Mentor training • Promote awareness of Student Supports to first years through various Social Media platform within Student Services • Gather and collate learner feedback on the Peer Support Programme evaluation data as required. • Support the Access Office by contributing to the creation of college awareness week materials and online activities • Undertake other duties as required by the Head of Learner Support and Student Services or other designated person
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 occasional 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
9.	Salary	€2,055 per month