

## JOB DESCRIPTION

### GRADUATE INTERNSHIP PROGRAMME 2025

1.	<b>Internship Title</b>	<b>036203 Intern – Student Services – Careers Service</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
4.	<b>Department</b>	Student Services
5.	<b>Reports To</b>	Head of Learner Support and Student Services or other designated officer of SETU
6.	<b>Duties and Responsibilities</b>	<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"> <li>• Work in partnership with the Careers &amp; Employability Officer to assist with career related activities both in SETU and off-site i.e. RDS Grad Ireland event.</li> <li>• Support the development and delivery of career content to all student cohorts both online and offline</li> <li>• Book appointments for students with the Careers &amp; Employability Officer</li> <li>• Promote awareness of Career supports, events, surveys etc. to appropriate students through the various social media platforms for Careers and Student Services, and by email.</li> <li>• Research graduate, internship and job opportunities in line with the student academic cycle i.e. internships for Year 3 students, grad jobs for Year 4.</li> <li>• Maintain up-to-date information on jobs and opportunities on the display board and other literature in the Careers front office</li> <li>• Undertake other duties as required by the Head of Learner Support and Student Services 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>• Be available to work occasional evenings and weekends</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>• Good skills in social media content creation and design</li> <li>• Enthusiastic and motivated</li> <li>• Excellent IT skills</li> <li>• Professional manner</li> </ul>
9.	<b>Salary</b>	€2,055 per month