

## JOB DESCRIPTION

### GRADUATE INTERNSHIP PROGRAMME 2025

1.	<b>Internship Title</b>	<b>036206 Intern – Wexford – Public Relations 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
4.	<b>Department</b>	Wexford Campus
5.	<b>Reports To</b>	Head of Wexford Campus or appointed nominee
6.	<b>Duties and Responsibilities</b>	<p>This internship provides an opportunity for relevant 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 intern will play an important part in the promotion of SETU to prospective applicants and to provide general support and assistance in the Communication and Events functions on the Wexford Campus including:</p> <ul style="list-style-type: none"> <li>• Campus promotion/research</li> <li>• Support school visits</li> <li>• Develop an online media presence</li> <li>• Develop material for promotion</li> <li>• Assist with updating promotional material across different platforms</li> <li>• Campus photos/photographer at events</li> <li>• Write PR for events e.g. Open day</li> <li>• Maintain a media pack</li> <li>• Work to support promotional activities for the campus (Full-time and LLL)</li> <li>• Support the work of the Education Liaison Officer for the Campus</li> <li>• Undertake other duties as required by the Head of Wexford campus 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 some evenings and weekends when required</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