

JOB DESCRIPTION

GRADUATE INTERNSHIP PROGRAMME 2025

| | | |
|----|------------------------------------|---|
| 1. | Internship Title | 036205 Intern – Wexford - Placement |
| 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 | Wexford Campus |
| 5. | Reports To | Head of Wexford Campus or appointed nominee |
| 6. | Duties and Responsibilities | <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 range of duties assigned to an intern may vary greatly, but the following indicate some of the principal supervised duties and responsibilities:</p> <p>Reporting to the Professional Practice Coordinator the Intern will:</p> <ul style="list-style-type: none"> • Engage with students regarding placement choices • Organise content for and delivery of workshops • Organise necessary induction session to all students on placement • Handle inquiries and incoming placement requests from placement agencies • Review and update student files and maintain databases • Organise and coordinate three-way meetings • Check and distribute documents and correspondence such as student contracts, mid-placement review forms, final evaluation forms • Develop student and supervisor questionnaires • Support in the analysis of data and write up the findings of data for development of the placement module • Support in the development of supervised professional placement policies and procedures, handbooks/manuals and evaluation forms, site visit forms etc, for both the student and placement • Engage in administrative tasks as necessary to support the above activities • Undertake other duties as required by the Head of Wexford campus 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 • Full clean Irish driving licence • Garda Vetting • Be available to work some evenings and weekends when required |

| | | |
|----|--|---|
| 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 |