

JOB DESCRIPTION

GRADUATE INTERNSHIP PROGRAMME 2025

1.	Internship Title	036404 Communications & Events Intern
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. This may include working evening hours on occasion. A flexible approach to work is needed, as the role will require some out of hours work and Saturday work occasionally throughout the academic year.
4.	Department	Development and Research
5.	Reports To	Communications Officer, Development & Research
6.	Duties and Responsibilities	<p>This internship provides an opportunity for marketing 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>The purpose of the role is to play an important part in the promotion of the SETU's Research and Innovation activities to internal and external audiences and to provide general support and assistance to the Communications and Events functions within the RII team.</p> <ul style="list-style-type: none"> • Support the digital marketing activities of the Communication Office; the RII team are responsible for supporting the entire SETU Research & Innovation (R&I) community. This activity is one of the key elements in the University's marketing of R&I activities. • Support in the creation of social media posts and digital marketing advertising campaigns in line with University brand guidelines. • Writing and researching first drafts of press releases and web stories. • Work with internal and external personnel on the development of audio-visual material for the University's website and social media channels in line with the University's brand guidelines. • Updating content for our Campus TV systems. Regular updates are required to keep the Campus TV system current and interesting for viewers. Full training will be given. • Assist in the development of leaflets/brochures to promote a particular seminar/event/funding call or research thematic area. • Photography for SETU events, publications and social posts. Full guidance on workflow and approval process will be given. • Maintenance of the R&I section on the University's website. Full training will be provided on how to upload, remove and update information on the University's site. • Assist in the organisation, set up and support of University events such as promotional events, training days and information seminars across all campuses. These events may require support outside of usual work hours, on rare occasions. • Assist with elements of researcher orientation. • Undertake other duties as required by the VP for Research, Innovation & Impact 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
8.	Desirable Qualifications/Skills	<ul style="list-style-type: none"> • Experience in creating digital marketing campaigns • Knowledge of relevant social media platforms – target audience, appropriate content and specs • Working knowledge of Canva or Adobe Creative Suite (or similar package) • Excellent interpersonal, team working and time management skills • Excellent written and verbal communications and presentation skills • Enthusiastic and motivated • Excellent IT skills • Professional manner • Awareness of University culture and values • Full clean Irish driving license and own transport
9.	Salary	€2,055 per month