

JOB DESCRIPTION

GRADUATE INTERNSHIP PROGRAMME 2025

1.	Internship Title	038905 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