# Tangent Casual Internship

Title:Tangent Intern

Timeframe: June 6th 2023 – August 6th 2023

## Working hours: Typically, 9-5pm Monday - Friday

## Context

Tangent, Trinity’s Ideas Workspace is a new unit, housed in a world-class facility on the Trinity campus. We offer students, staff, and the wider innovation ecosystem a place to come together to collaborate, imagine and innovate. Tangent | Trinity’s Ideas Workspace is offering a paid opportunity in the Education strand of Tangent and support our activities across multiple in-class and online programmes. This role is for someone who is passionate about creativity, innovation and entrepreneurism. We’ll ensure you make the most of your talents and hopefully help you develop new ones. We won’t ask you to make the tea. We are looking for someone who is flexible and happy to take instruction but can also solve problems, work independently and offer insights when needed. Hours would usually be daytime but evening work may be required.

The successful candidate will join a growing team in a vibrant innovation unit. This is an interesting and varied position.

## Main Responsibilities

Specific tasks are outlined below. However, as Tangent is an evolving business unit, these are subject to change in the future

* Content creation around current Tangent Social media platforms
* To support organisation, co-ordination and delivery of space related activities
* To support recruitment activities across programmes
* To support student correspondence (both written correspondence and telephone calls) in a timely and professional manner
* To liaise with customers ( students, academic and corporate) on class times, attendance and feedback
* To collect and collate digital marketing, space and event planning and invoicing and assist in the preparation of reports.
* To keep line managers informed of issues relating to the successful outcome of activities
* Utilise social media and other online tools to assist in building awareness of programmes
* Participate in Alumni engagement
* To assist and support other members of the Tangent team as required
* To take an active role in the unit and demonstrate a “can do” approach
* Any other duties that arise from time to time as directed by the Engagement Team

## Skills

* Good verbal and effective written communications skills, including the ability to prepare and deliver reports and presentations
* Strong self-motivation, desire to listen and to learn, and ability to work autonomously (Essential)
* Proficiency with MS Office (particularly Excel and Outlook) to analyse data, create and send invoices to customers and follow up with collections
* Strong work ethic and determination
* Well organized with close attention to detail
* Ability to work both on own initiative and as part of a team
* Ability to prioritise and multi-task in a busy environment
* Solution oriented with good problem-solving abilities

## Requirements

* Currently studying a degree in any discipline (essential)
* Experience in a start-up or a start-up/incubator environment
* Experience in any college society
* Experience with social media platforms and digital marketing
* Demonstrated interest/experience in creativity, innovation and entrepreneurism

## Personal Attributes

* Understands the importance of quality service and pro-actively delivers this.
* Pays close attention to quality standards.
* Takes pride in providing excellent work and solving complex problems
* Committed to achieving results, putting in additional effort as required.

## Application Information

**Reporting to:** Head of Engagement and Marketing, Communications & Events Manager

**Contact:** [Aine.Phelan@tcd.ie](mailto:Aine.Phelan@tcd.ie)  for further information. Please provide a C.V. and cover letter indicating why you have interest in the role to [Aine.Phelan@tcd.ie](mailto:Aine.Phelan@tcd.ie) by midnight the 17th of April.