

Post Specification

Post Title:	Careers Summer Intern
Post Status:	3-month fixed-term contract (5 th June – 25 th August 2023)
Department/Faculty:	Trinity Careers Service
Location:	7-9 South Leinster St, Trinity College Dublin, Dublin 2
Reports to:	Director of Careers (or her nominee(s))
Salary:	€490 per week
Hours of Work:	35 hours per week
Closing Date:	12 PM (Irish Standard time), 5 th May 2023
Interview Date:	During week of 15 th May 2023

The successful applicant will be expected to start on 5th June 2023, or as soon as possible thereafter, and will be supported by the Careers Service throughout.

This application process is open only to students and recent graduates registered with the Trinity Disability Service (as advertised through the Student Services Internship Support Programme.)

There may be the opportunity for the successful candidate to continue related project work on a part-time basis in the next academic year.

Context

The [Trinity Careers Service](#), which is part of [Trinity Teaching and Learning](#), supports students and recent graduates to explore their career ambitions for the future and plan how to achieve them. The Service operates in a dynamic outward-facing environment so is agile to respond to the needs of our key stakeholders (students, graduates, Trinity academic staff, alumni and external partners including employers).

Job Description

This post is a temporary full-time internship post for Summer 2023 based in the Trinity Careers Service. It will involve working closely with and under the supervision of the Careers Service team and with other key stakeholders across Trinity and our enterprise partners.

This post will focus on key relevant project areas identified by the Careers Service with the aim of integrating and enhancing the student voice in our work, particularly that of the disabled student, to influence our future direction.

This internship will comprise of two main projects:

Project A: Representing Diverse Student Experiences In the Careers Service

This project aims to create accessible engaging multi-media content to reflect the diversity of the careers of Trinity students and graduates to inspire and support current students as they design their careers. The diversity will be reflected in the people, disciplines, career paths and job sectors chosen with an emphasis on arts and humanities students and graduates. The content created will be used on our website, social media, in informational campaigns and in our guidance material.

General Duties

- Designing a framework for creating this new multimedia content (which is informed by best practice in the Careers Service as advised by Careers staff e.g., community interaction theory, Green/sustainability guidance, and EDI focused work)
- Researching potential students/graduates via LinkedIn, the Alumni Office, and other social media to invite to contribute to our multimedia content to showcase a variety of life experiences and career paths in the Trinity community
- Inviting those participants to work with the Careers Service to capture and share their career story in an appropriate, sensitive, and engaging manner.
- Creating the multimedia content in a variety of formats ready for use by the Service
- Present your findings and outcomes to the Careers Service Team.

Project B: Trinity Employability Award: Guiding the student learning journey

This project aims to create content for the launch of the new Trinity Employability Award in 2023/24 which will communicate effectively with students about how they can engage with, learn, and thrive through participating in the Award activities through different learning pathways. The content will showcase a variety of student journeys through the award drawing on real and aspirational student examples from across the academic programmes and experiences at Trinity.

General Duties

- Researching examples of effective student stories and learning journey resources within Trinity and at other institutions
- Designing templates for Employability Award related content e.g., the potential route a STEM student might take through the Award compared to an Arts student, and the different benefits
- Preparing student focused communications which can be used to get students involved at various points in the academic year
- Preparing a communication plan based on the content to reach a variety of student audiences across Trinity, with scope for creative and innovative approaches
- Present your findings and outcomes to the Careers Team

The successful candidate will have some prior experience in these skills and an interest in

developing them further:

- Collaboration and relationship building
- Leading workshops / group discussions in different contexts
- Project planning
- Multimedia content creation for a range of media including websites, social media, print
- Storytelling and communications
- Research and analysis

Application Procedure

This Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post. As circumstances change it may be necessary to review the responsibilities outlined above.

Candidates should submit a full curriculum vitae to include the names and contact details of 2 referees (**professional or academic**, email addresses if possible) together with a cover letter (1 x A4 page) that specifically addresses their suitability for this role.

Applications should be sent to careers@tcd.ie before the closing date.

Informal enquiries can be made to Joel McKeever, Student Employability Officer at employability@tcd.ie.