

## Post Specification

<b>Post Title:</b>	Careers Summer Intern
<b>Post Status:</b>	3-month fixed-term contract (6 <sup>th</sup> June – 26 <sup>th</sup> August 2022)
<b>Department/Faculty:</b>	Trinity Careers Service
<b>Location:</b>	7-9 South Leinster St, Trinity College Dublin, Dublin 2
<b>Reports to:</b>	Director of Careers (or her nominee(s))
<b>Salary:</b>	€420 per week
<b>Hours of Work:</b>	35 hours per week
<b>Closing Date:</b>	12pm (Irish Standard time), 29 <sup>th</sup> April 2022
<b>Interview Date:</b>	During week of 16 <sup>th</sup> May 2022

The successful applicant will be expected to start on 6<sup>th</sup> June 2022, or as soon as possible thereafter, and will be supported by the Careers Service throughout.

## 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 2022 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 three main projects:

### **Project A: Inclusive Graduate Employment: Employer Research Review**

#### **General Duties**

- Review current employers and/or organisations involved in graduate recruitment and assess their demonstrated commitment to inclusivity
- Based on this review, create a list of employers/organisations who engage meaningfully with students and graduates with a disability and who demonstrate that they proactively recruit with an agenda of inclusivity
- Present your findings and outcomes to the Careers Service Team.

### **Skill Development Opportunities**

- Critical analysis
- Research
- Communications
- Teamwork

### **Project B: Creating a Disability-Focused Trinity Alumni Group**

#### **General Duties**

- Work with the Disability Service and Trinity Development and Alumni to identify and create a new subset of the Trinity Alumni community with a specific disability focus
- Evaluate what system(s) should be used to manage and communicate with this new alumni community
- Identify several key alumni and interview them to document their career journeys to date (this could involve using video, audio, etc)
- Create and organise multi-media content for raising awareness of creation and purpose of this new alumni subset.
- Present findings and proposals to relevant Trinity staff.

#### **Skills development opportunities**

- Communications
- Organisation & Data Management
- Digital Skills
- Planning & Marketing

### **Project C: Trinity Employability Award: Enhancing the student learning journey**

#### **General Duties**

- Working with the Trinity Careers team, review the student learning journey through the Trinity Employability Award
- Support the design of new, flexible approaches for students to engage in reflective learning and employability skills development
- Test student-facing digital tools and platforms linked to the Award
- Contribute to strengthen collaborative links with other parts of Trinity, including the Disability Service, to enhance the student experience of the Award

#### **Skills development opportunities**

- Collaboration and relationship building
- Learning design for multiple formats and audiences
- Project planning and content creation