Institute of Technology Carlow Graduate Internship Programme

Estates
Internship Specification

Ref: 57/19

The Institute is offering internships with the Estates Department to IT Carlow students who have successfully completed all of the course work for a relevant Honours Degree. The internship is for a period of six months beginning September 2019. An internship provides a valuable opportunity for students to boost their career prospects and for the Institute to benefit from the application of their knowledge and skills to a position within the Institute.

Benefits include a monthly salary of €1,600 public sector transport costs for official business, and access to staff facilities gym library, canteen etc.)

Boost your Career Prospects

An internship is a valuable opportunity to build your career profile and to improve your prospects of future employment. Through an internship, you have the opportunity to achieve the following:

- To apply academic knowledge and skills to a real work situation
- To grow in confidence and to develop personal skills and qualities
- To build a more successful CV/career portfolio and to have real work experience to talk about in an interview
- To make contacts and network
- To learn about yourself and what type of work suits you
- To avail of personal mentoring and career development
- To obtain a reference for future employment

Responsibilities of Internship

- Carry out checklists and assist the Estates team in carrying out checks to all the rooms and equipment in the Estates Department on a regular basis.
- Survey the campus and update the internal and external services drawing.
- Update all the existing drawings on the Estates directory including floors plans, you are here drawings etc.
- Assist in the preparation of Tender Documents.
- Participate in the updating of the Institute’s Health & Safety Documents including the carrying out of safety audits.
- Prepare/ assist with the preparation of documents regarding summer works proposals and work order forms.
- Participate with the controlling of energy usage on campus using the Building Energy Management System and other controls.
- Carry out energy audits.

David Buckley, Estates Manager or nominated person will act as mentor for this internship.
Candidate Requirements

- Applicants must be a Level 8 or 9 IT Carlow Graduate from the years 2017, 2018 or a final year student in 2019.
- Minimum requirement is a 2.2 in a Level 8 honours degree appropriate to the internship. (*Applications can be submitted prior to receiving your final results but offer of an internship will not be made until your results are available.*)
- Excellent Autocad skills.
- Good general IT skills.
- Good organisational and time management skills.
- Excellent interpersonal, communications and presentation skills.
- Professional in manner.
- Enthusiasm and motivation.

Due to the need to visit the Wexford & Wicklow Campus, own transport and a full Irish driving licence would be desirable for this internship.

Application Procedure

Should you wish to apply for the Internships, please complete the Institute’s Internship 2019 application form which can be downloaded from the Institutes website [www.itcarlow.ie/graduateopportunities](http://www.itcarlow.ie/graduateopportunities) and return it to the Human Resource, Institute of Technology Carlow, Kilkenny Road Carlow (email humanresources@itcarlow.ie) by **12 Noon Friday 17th May 2019**.

In your application, you are reminded to highlight the skills and personal qualities that you think make you suitable for the Internship.

**Application Procedure Checklist:**

- You are a Level 8 or 9 IT Carlow Graduate from the years 2017, 2018 or a final year student in 2019.
- **If you are a previous year’s graduate** your exam results *(min requirement 2.2)* are included on application form.
- You have completed the Institute’s Internship Application Form
- Your application is submitted by the closing date **Closing Date: 12 Noon Friday 17th May 2019**