Institute of Technology Carlow Graduate Internship Programme

Communications / Marketing / School Liaison including Wexford Campus
Internship Specification

Ref: 55/19

The Institute is offering the opportunity to interview for a Communications, Marketing and School Liaison Internship Panel. Applications are open 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, plus expenses, 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 Schools Liaison Internship

The purpose of the role is to play an important part in the promotion of the Institute to prospective applicants and to provide general support and assistance to the Communications and Event Functions. This will include assistance with:

- *The Schools Liaison Programme*: Comprehensive training will be provided on presenting and promoting the Institute’s programmes to second level schools around the country. When training is complete, you will be expected to travel to a variety of secondary schools to promote the Institute’s programmes.
- Other duties as assigned by your line manager or other manager of the Institute.
Declan Doyle, Vice President for Development & Research or nominated person will act as mentor for this internship.

* For the Schools Liaison Internship you DO NEED a full driving licence and your own transport.

**Responsibilities of Communications / Marketing Internship**

The purpose of the role is to play an important part in the promotion of the Institute to prospective applicants and to provide general support and assistance to the Communications and Event Functions. This will include assistance with:

- Support maintenance for the Institute’s Web Site.
- Support maintenance for the Institute’s Social Media Sites.
- Design and content gathering for course leaflets. (e.g. using Adobe Photoshop)
- Filming and editing promotional video material.
- Developing power point presentations for the Campus TV communications system.
- Sourcing information and taking photographs for social media and news releases.
- Organisation of Institute events e.g. (Open Days and Exhibitions which can take place out of hours in the evenings and weekends)
- Other duties as assigned by your line manager or other manager of the Institute.

Declan Doyle, Vice President for Development & Research or nominated person will act as mentor for this internship.

* For the position Communications / Marketing Internship you DO NOT need a driving licence.

**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 interpersonal, written and verbal communications and presentation skills.
- Professional in manner.
- Enthusiasm and motivation.
- Excellent IT Skills.
- Excellent organisational and time management skills.

Due to the need to visit schools over a wide geographical area, own transport and a full Irish driving licence are required for the Schools Liaison 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 Institute’s website 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:

Yes

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