

Office of the Registrar and Vice President for Academic Affairs

Graduate Internship

9 month fixed-term, whole-time contract (Commencing 2.9.2013 to 30.5.2014)

Reporting to: CIT Access Officer

The CIT Access Service are seeking applications from recent graduates of CIT programmes, for a graduate internship programme. The programme will be 10 months in duration commencing September 2013. The Graduate Intern will work on various programmes operating within the Access Service such as the Linked Schools Programme, Programmes for Mature Students, disability support programme and the 'Science for Life' Programme. The overall aim of the Access Programme is to encourage, motivate and support students from under-represented groups to study at third level. The graduate will assist with the organisation and delivery of a variety of programmes.

Activities

- To assist in the coordination and deliver pre-entry access activities with Linked Schools in Cork, eg. schools visits programme, school and Institute based programmes.
- Build on the relationship between CIT and the DEIS Primary and Second Level Schools in the city.
- Work with Linked Schools Project Coordinators to promote CIT.
- Participate in Open Days, CIT Sci Fest, organise 'Science Week' activities.
- Increase awareness and appreciation for courses in CIT, amongst the teachers in the schools.
- To contribute to the promotion of the CIT Access Service.
- To undertake other relevant duties from time to time as directed by the Access Officer.

Essential

- Third level level 7 or level 8 qualification
- Experience in relevant area
- Excellent communication and interpersonal skills
- Competency in IT applications
- Excellent organizational skills
- Ability to work in a team and to work on own initiative
- Understanding of educational access issues

Salary: €370 per week.

Additional Information:

This internship will require the post holder to travel to Primary and Post-Primary Schools in the Cork City and County area.

Desirable:

A full driving license would be desirable.