

Societies/Student Services

Graduate Internship



12 month fixed-term, whole-time contract (up to 30.06.2022)

Reporting to: MTU Societies Officer (Student Services Officer)

MTU Societies/Student Services is seeking applications from students of MTU, for a graduate internship programme. The programme will be 12 months in duration effective from 1st July 2021 to 30th June 2022. There shall be a two month probationary period. Applicants are invited from both under graduate and post graduate level, however applicants must be registered as full time MTU students during the academic year 2020/21.

The Graduate Intern will work on various programmes operating within the Societies Office/Student Services and on a wide range of activities associated with student organisations at Munster Technological University. The overall aim of the Societies Office is to encourage student involvement in societies and support the student committee officers in organising events and activities. The graduate will assist with the organisation and delivery of a variety of programmes including a training programme for the committee officers of the societies committees.

Duties

- Support Student Societies & Student Services Activities
- Organise the delivery of a suitable training programme and network opportunities for student committee officers of societies throughout the academic year.
- Support Societies activities at general Open Days for prospective students
- Support Societies student initiatives such as Societies Day, Volunteer Abroad programme, Societies Awards and BICS student rep involvement.
- To contribute to the promotion of MTU Societies.
- To undertake other relevant duties from time to time as directed by the Societies Officer/Student Services Officer
- Provide assistance to the Student Services Officer during the summer in preparation for Student Registration & Orientation

Essential

- Third level 7 or level 8 qualification
- 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 student societies/student services

Salary: €22,000 per annum pro rata

Additional Information: The normal place of work will be the Student Centre, Munster Technological University Bishopstown Cork but from time to time will involve travel to other MTU campuses to support Societies/Student Services activities as required. This internship may require the post holder to travel to attend national meetings and workshops. The role may require attendance at evening events.

How to Apply:

Apply via the online application form on the Societies website <http://www.mycit.ie/internship> with an up to date CV and Cover Letter by 5pm, Monday 31st May, 2021. Interviews will take place in MTU Cork or remotely in June.