

## Office of the Registrar and Vice President for Academic Affairs

### Graduate Internship

**2 year fixed-term, whole-time contract (Commencing September 2021)**

**Reporting to: MTU Cork Access Officer**

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The MTU Cork Campus Access Service is seeking applications from recent graduates of MTU programmes, for a graduate internship programme. The programme will be 2 years in duration commencing September 2021. 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 programmes 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 of pre-entry access activities with Linked Schools in Cork, eg. schools visits programme, school and University based programmes.
- Build on the relationship between MTU Cork Campus and the DEIS Primary and Second Level Schools in the city.
- To organise, promote and deliver initiatives for the Disability Support Service.
- To work closely with the Mature Student Officer in the organisation and implementation of programmes that support mature student entry and post entry.
- To liaise with the Further Education Colleges in promoting progression opportunities to MTU Cork Campus.
- Work with Linked Schools Project Coordinators to promote MTU Cork Campus.
- Participate in Open Days, MTU Sci Fest, organise 'Science Week' activities.
- Increase awareness of programmes of study in MTU, amongst the teachers, students and parents in the schools.
- To contribute to the promotion of the MTU Cork Access Service.
- Initiate and support projects that promote the work of the Access Service, eg. Publications, PR material, Reports, Research, etc.
- 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:** €22,000 per annum.

**Additional Information:** This internship may require the post holder to travel to Primary and Post-Primary Schools in the Cork City and County area. A full driving license would be desirable.

The position is 37 hours per week. The normal place of work will be the Student Centre, Munster Technological University Cork Campus, but from time to time will involve travel to other MTU campuses as required. May require attendance at evening and weekend events.

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