

Graduate Internship

9 month fixed-term, whole-time contract (up to 1.6.2018)

Reporting to: CIT Societies Officer (Academic Administration and Student Affairs)

CIT Societies is seeking applications from students of CIT, for a graduate internship programme. The programme will be 9 months in duration effective from September 1st 2017 to June 1st 2018. 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 CIT students during the academic year 2016/17

The Graduate Intern will work on various programmes operating within the Societies Office and on a wide range of activities associated with student organisations at Cork Institute of Technology. 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.

Activities

- Organise the delivery of a suitable training programme and network opportunities for student committee officers of societies throughout the academic year.
- Support societies in seeking to secure sponsorship for activities and events.
- Develop the Societies *Certificate of Merit* programme for presentation at the Societies Awards in March 2018.
- 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 CIT Societies.
- To undertake other relevant duties from time to time as directed by the Societies Officer.

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

Salary: €22,000 per annum pro rata

Additional Information:

The normal place of work will be Student Centre, Cork Institute of Technology but from time to time will involve travel to other CIT campuses to support Societies activities as required. This internship may require the post holder to travel to attend national Societies meetings and workshops. May require attendance at evening events.

How to Apply:

Apply via the online application form on the Societies website <http://societies.cit.ie/societies-graduate-intern> with an up to date CV and Cover Letter **by 12.00 noon, Thursday 25th May, 2017**. Interviews will take place, in CIT, on Thursday 1st June, 2017.