**Graduate Internship Programme – Job Description**

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| **Job title** | Graduate Project Coordinator (SHSS1) |
| **School / Department** | School of Human and Social Sciences (school wide) |
| **Line manager who the intern will report to** | Dr Robert Vaughan |
| **Is this role hybrid working or permanently onsite at UWL?** | Onsite (some hybrid working) |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| A project coordinator is required to oversee and deliver administrative support for SHSS research and digital refresh audit. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.  The main purpose of this role is to provide project, administrative and technical support to cover the duties of graduate level project (s) assigned by a line manager from the School of Human and Social Sciences.  The post holder will be working within a team and will be expected to use their own initiative and undertake self-directed learning within a supportive environment to develop their own skills and gain a good working knowledge of the School of Human and Social Sciences policies and procedures and of the wider University, in order to make a positive contribution to the team and the School of Human and Social Sciences.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| * You will gain experience of administrating school level projects associated with marketing and recruitment contributing to institution wide metrics (like other UK institutions). * You will gain experience of leading and delivering a school level audit associated with focus on enhancing the virtual learning environment. * You will gain skills in research administration and policy contributing to the national Research Excellence Framework 2029 which is internationally recognised. * You will receive regular guidance and support from your line manager who will support your development and future employment with focus on high-level project management. * You will gain experience of working with a high-level management team responsible for multiple high value key performance indicators. |

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| **Key areas of responsibility** |
| * Review SHSS’s virtual learning environment and collate this data for the SHSS Executive. * Synthesise the undergraduate and postgraduate assessment strategy and report this to the SHSS Executive. * Collate and enter research data and metrics for further analysis by the line manager. * Develop a data sharing template for merging SHSS student dissertation data. * Contribute to a market refresh of the SHSS webpages. |

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| **Skills/knowledge required** |
| * Ability to organise workload and work proactively. * Experience of data collection and data visualisation. * Knowledge of Blackboard and its utility. * Ability to work to multiple deadlines with good levels of organisation. * Experience of Office365 applications |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024