**Graduate Internship Programme – Job Description**

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| **Job title** | Graduate Research Assistant (SoL1 & SoL2) |
| **School / Department** | School of Law |
| **Line manager who the intern will report to** | Philip Ells, Head of School |
| **Is this role hybrid working or permanently onsite at UWL?** | hybrid |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| The main purpose of this role is to provide project and administrative support to help the SOL develop and complete a range of activities linked to the review of the existing law portfolio, research activities and as otherwise directed by the Head of School. |

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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 post is to provide support for ongoing research projects in the SCHOOL OF LAW  The post-holder will assist with the planning and coordination of research studies and will be involved in data collection, analysis, and support for some of the administrative aspects of the research e.g., preparation and distribution of research materials.  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** |
| Knowledge of working in Higher Education  Knowledge of the various and associated courses run by Law Schools, and possibilities of expansion for the School of Law, at home and overseas  Working within and reporting to a team  Working to deadlines  Utilising research and writing skills in law schools, the profession and teaching of law |

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| **Key areas of responsibility** |
| The range of duties and responsibilities will vary depending on where the Graduate Intern is located, it is expected that it will cover most or all of the following areas:  **School/Professional Service Department specific support**   * Contribute to project dissemination activities and other project activities as directed by the designated representative * In addition to the duties of the role and depending on the location and nature of the internship you may be asked to work alongside and support staff with specific projects or specialist work. * Respond to a range of standard queries referring to established policies and procedures; seeking advice when needed.   **Team Support**   * Support colleagues with general day-to-day work and projects * Carry out a range of duties/tasks as indicated by the line manager |

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| **Skills/knowledge required** |
| A first-degree (BA or BSc) graduate of the University of West London from the summer cohort (June/July) 2023  Ability to work as part of a team and independently when required.  Ability to communicate both orally and in writing with customers and colleagues  Ability to maintain professionalism, display patience and politeness within a sometimes pressured environment  Good team working skills, a conscientious, flexible and ‘can do’ working style, and an ability to work with minimal supervision |

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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