**Graduate Internship Programme – Job Description**

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| **Job title** | Graduate Research Assistant (CLBS1) |
| **School / Department** | Claude Littner Business School |
| **Line manager who the intern will report to** | Dr Yehia Nawar |
| **Is this role hybrid working or permanently onsite at UWL?** | Onsite |

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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 research and related support to help the Claude Littner Business School develop and complete a range of activities linked to research on market trends and development in the industry, competitive landscape for higher education business schools, pedagogic development for business disciplines, and impact of the School’s knowledge exchange activities; and any other projects that require or are related to research as otherwise directed by the Dean of the 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 Claude Littner Business School.  The post-holder will assist with 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** |
| This post will allow successful candidate to gain hands-on experience in developing, implementing and managing research projects and gain insights into market and industry trends and development in the world of business and higher education business schools. This position will also offer opportunities for the postholder to develop valuable people skills through working with a range of stakeholders, and communication, presentation and writing skills. The postholder will also develop knowledge and skills in data analysis and in using data analysis tools. |

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| **Key areas of responsibility** |
| Provide day to day assistance with the projects including, e.g., data collection, communication and liaison with relevant stakeholders , preparation of research materials and reports, design of data collection tools and data collection methods.  Assist with data management and administration support, including data entry and scheduling project meetings. Assist with archiving project database as appropriate.  Assist with the analysis of qualitative and/or quantitative data and contribute to the dissemination of findings e.g., presentation to relevant stakeholders, writing internal project reports.  Provide support for academic writing, including assistance with accessing and choosing relevant references; contributing to a reference database.  Any other duties reasonably requested of the post-holder. |

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| **Skills/knowledge required** |
| * Good working knowledge of qualitative and/or quantitative research methods and experience of conducting data analysis. Experience and success of conducting desk and primary research, including recruiting research participants where necessary * Highly organised, ability to project manage and effectively manage data and its storage * Professionalism and ability to main confidentiality. * Ability to work effectively with people with a conscientious, flexible and ‘can do’ working style, fast to learn, resourceful and an excellent communicator both verbally and in writing. * Ability to work independently and take initiative when appropriate, and know when would be appropriate to seek guidance from line manager and/or other relevant colleagues. |

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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