**Graduate Internship Programme – Job Description**

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| **Job title** | Graduate School Project Coordinator (GRAD1) |
| **School / Department** | Graduate School |
| **Line manager who the intern will report to** | Caroline Lafarge - Head of School |
| **Is this role hybrid working or permanently onsite at UWL?** | Mainly onsite but with possibility of sporadic home working |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| We are looking for an inquisitive and enthusiastic individual to help us develop our research events and communication strategy, as well as support day-to-day activities to support UWL doctoral students. |

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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 **Graduate School.**  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 **Graduate School** policies and procedures and of the wider University, in order to make a positive contribution to the team and the **Graduate School.**  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** |
| * Experience in event management and project coordination * Experience in dealing with a range of stakeholders within the University * Experience and insights into student recruitment and academic planning * Development of administrative skills * The chance to be part of a growing, dynamic and supportive team |

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| **Key areas of responsibility** |
| Areas of responsibilities are outlined in order of importance.   * Events and Project development/coordination:   + Develop and/or support research activities for doctoral students (seminars, career fairs, etc.)   + Develop and/or support the communication strategy for the Graduate School (webpage, social media) * Student recruitment and academic planning   + Assisting the team in the management of applications for VC scholarships   + Assisting the team in getting materials ready for the new intake of students * Customer service:   + Offering a professional and helpful service to all students/staff   + Respond to a range of standard queries referring to established policies and procedures; seeking advice when needed. * Administrative support   + Maintain accurate and up to date records   + support and attend a range of meetings, taking notes and assisting with organisation * Team Support:   + Support colleagues with general day to day work and projects. |

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| **Skills/knowledge required** |
| * Excellent organisational and communication skills * Ability to work / manage a varied workload * Ability to work as part of a team and independently when required * A keen interest in communication and event planning * Enthusiasm, curiosity and empathy |

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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