**Graduate Internship Programme – Job Description**

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| **Job title** | Project Support Coordinator (CELT2) |
| **School / Department** | CELT |
| **Line manager who the intern will report to** | Janice Yim |
| **Is this role hybrid working or permanently onsite at UWL?** | This position is a full-time office-based role. |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| The main purpose of the job is to provide project support and course support to the Centre for the Enhancement of Learning and Teaching (CELT) Team. |

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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, course administrative and technical support to cover the duties of graduate level projects (such as our annual Festival of Learning and Teaching, Teaching Excellence Awards) assigned by a line manager from CELT.  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 policies and procedures and of the wider University, in order to make a positive contribution to the team and the 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** |
| 1. You will receive training and mentorship for your role 2. You will have the opportunity to further key employability skills in a workplace setting, particularly    1. Problem-solving    2. Collaborating    3. Communication skills (including workplace etiquette)    4. Contributing to the success of university-wide and school level projects   Work collaboratively with a friendly and supportive CELT team of Administrator, Learning Technologists, Learning Technology Adviser and Academic Developers – some of whom are former UWL graduates such as yourself. Many of CELT’s former interns have gone on to take on a full-time position in the wider education sector after their internship. |

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| **Key areas of responsibility** |
| 1. Assistance with the email communication with relevant stakeholders. 2. Managing the attendance record in the SEATS system. 3. Support any other imminent projects or events (such as our annual Festival of Learning and Teaching, Teaching Excellence Awards) as required 4. To join and contribute to our weekly team meetings 5. To undertake professional development required for the role |

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| **Skills/knowledge required** |
| 1. Ability to work as part of a team and independently when required. 2. Knowledge and experience working with the range of Ms Office365 tools. 3. Excellent communication skills, both orally and in writing with customers and colleagues 4. Ability to maintain professionalism, display patience and politeness within a sometime pressured environment. 5. Good collaborative skills, with 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