



SUMMER INTERNSHIP PROGRAMME 2017

The successful Employ.ed on Campus internship programme, now entering its 6th year, is offering you the chance to support a University of Edinburgh student by offering a summer internship within your department or School.

Why host an intern?

- To complete projects that may be on hold or will not otherwise be done
- To open your department up to new skills, energy and ideas - without a huge cost
- To gain a new motivated team member
- To help promote student employability by providing valuable work experience
- To be part of an exciting University initiative

What are the benefits for students?

- To develop their employability skills by gaining high quality, paid work experience
- To achieve an Edinburgh Award through self-reflection and setting development goals
- An opportunity to try a professional area; test career goals and get an idea of what a job really involves
- Gain a different insight into the University

What makes a good internship?

- A clearly-scoped work plan with specific project deliverables. This may be one large project or work spread over a range of areas
- Allowing the intern ownership of their work, with the opportunity to present it to others
- Offering an intern the chance to work with a range of people at multiple levels to develop their confidence and skills



““ The Employ.ed scheme provided us with a talented and hard-working intern who brought in a fresh perspective and really made a difference to the team.”
Nicola Stock, Public Engagement Officer, Roslin Institute

““ As a team and as a department, we've benefitted from the sheer volume of work that is possible with an extra pair of hands, as well as the change of dynamic which has been really enjoyable. It has also been so rewarding to see how being in a supporting working environment gives an intern a platform for development.”
Lorna Bruce, Communications Officer, International Office

““ We had two interns in our department. They were both really enthusiastic and delivered results above our expectations. The process is so valuable for the interns, you really see them grow and develop during their time with you, but the benefit is mutual as the work they produced is high quality and has really helped our team.”
Dawn Munro, Marketing Support, HSS

““ This was our first year recruiting research interns, and they've performed well above expectations. The interns we hired have produced great work. I certainly hope we can do this again next year.”
Sean Brocklebank, Senior Teaching Fellow, School of Economics

Careers Service support:

- Help finalise the project and intern job specification
- Advertise internships on MyCareerHub & promote to students: 1st - 19th Feb
- Screen applications received & send to host managers: 27th Feb - 3rd March
- Support host managers & students with the interview process
- Deliver an information event for Host Managers: 4th May
- Design and run a development programme for the interns before, during and after their internship
- Provide student & host manager support throughout the programme

Particulars:

- Open to 2nd to penultimate year undergraduate students
- Departments/Schools have the chance to host a maximum of 4 interns
- Internships should last 10 or 12 weeks, dependent on your needs
- The cost of employing an intern for 10 weeks on a fixed term contract, with on costs, would be c. £4500. *This is based on 2016 costings & may be subject to change.*
- 60 internship places are available for summer 2017

Please contact the Internships Team to secure your place(s):
employ.ed@ed.ac.uk

Timings for host managers:

- **By 30th Nov 2016:** email interest to employ.ed@ed.ac.uk to secure your place(s)
- **By 22nd Dec 2016:** scope projects and draft job specifications (template will be provided)
- **27th Feb - 3rd March 2017:** applications received and shortlisting to take place
- **13th - 27th March 2017:** interviews should be scheduled
- **End of April 2017:** departments are responsible for appointing intern on eRecruitment & liaising with HR to receive contract
- **5th June 2017:** Interns start