**Job Specification – Employ.ed on Campus Internship 2017**

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| **Job title** (recommend to keep this simple & free of internal jargon with ‘Intern’ at the end) |
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| **Advert text** (Employ.ed on Campus standard text – no additions are required in this section) |
| The University of Edinburgh Careers Service [www.ed.ac.uk/careers](http://www.ed.ac.uk/careers)/internships, is offering a structured summer internship programme in University departments and Schools.  The Summer internship places are ONLY open to 2nd year to penultimate year undergraduate students from the University of Edinburgh.As well as great work experience, the Careers Service will provide a programme of support, bringing interns together before, during and after the internship. This is combined with a framework to support the development of participants’ employability and self-reflection with an [**Edinburgh Award**](http://www.ed.ac.uk/edinburgh-award/get-involved) as part of the internship.

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| What is the closing date for applications? | 12 midnight on 19th February |
| How many internships can I apply for? | maximum of 3 internships  |
| Do I need to complete a separate application form for each application? | Yes – please tailor each application form for the particular internship you are applying for on MyCareerHub. |
| When will I get feedback on my application(s)? | after 13th March |
| When are interviews likely to take place? | 13th March – 27th March |
| When will the internship start? | 5th June |

The following events run by the Careers Service are a **compulsory** part of your internship:

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| Induction Event | 1st June (unpaid) |
| Interim Event | 5th July |
| Final Presentation Event | 9th August or 23rd August (dependent on the length of your internship) |

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| **Description of department and job purpose** (please note: there is a character limit used in the job advert, so the following 3 sections must not exceed 3,000 characters in total) |
| **Department:** **Job Purpose:** |
| **Main responsibilities** (what you want the intern to do and what experience they will gain) |
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| **Person specification** (essential and desirable knowledge, skills and experience required) |
| **Essential:****Desirable:** |
| **Pay** |
| Based on a pro rata salary of £16,618, (£9.11 per hour) |
| **Planned start date** (please contact the Internships Team if you would like to discuss the start date) |
| 5th June 2017 |
| **Planned end date** (delete as appropriate – if you would like a different length of internship please contact the Internships Team) |
| 10 week contract - 9th August 201712 week contract - 23rd August 2017 |
| **Location** (which building/location will the internship be based) |
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**Line Manager contact details:** (someone who understands and will monitor progress towards the objectives and learning outcomes of the internship)

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| **Name of Line Manager** |  |
| **Support Group/College** |  |
| **Planning Unit/School**  |  |
| **Department** |  |
| **Telephone number** |  |
| **Email address** |  |

**eRecruitment information required:**

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| **Please delete as appropriate** | **I give/I do not give** permission for the Careers Service to act as the eRecruitment Originator for this internship position (i.e. the Careers Service will input the vacancy and organise the required approvals). The department will then be responsible for appointing the successful candidate using eRecruitment and liaising with HR to organise the contract of employment for the intern. |

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| **Cost Centre**  |  |
| **Account Code** |  |
| **Job Code** |  |
| **Funding Source** |  |
| **eRecruitment Administrator who will be responsible for appointing your intern (name and email address)** |  |

**Key dates for your diary:**

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| **27th February 2017** | Internships Team will send you the applications received for your internship. Positions that receive over 15 applications will be shortlisted by the Internships Team (however all applications will be sent to you with a recommendation report). |
| **27th Feb – 3rd March** | Shortlisting by departments. Recommend 3-5 students are interviewed per role, dependant on number of applications received. |
| **6th – 10th March** | * Let Internships Team know which students have not been selected for interview and they will reject unsuccessful applicants on your behalf.
* Departments invite successful candidates to interview.
* The Internships Team will let you know if the students you are interviewing are also being interviewed by other departments (students are allowed to apply for up to 3 internships).
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| **13th  – 27th March** | * Interviews take place. For any University of Edinburgh student who is studying abroad Skype can be used as an alternative. Students who are at the University on exchange are not eligible.
* Unsuccessful students should be offered feedback after their interview by the interviewer and rejected appropriately.
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| **By mid-April** | Managers provide feedback to unsuccessful candidates after interview and direct them to Careers Service to follow up individually. |
| **April**  | Host manager team responsible for inputting information into eRecruitment to appoint selected intern and liaising with local HR. |
| **By end April** | All contracts to be issued to successful interns. |
| **4th May (9 – 11am)** | A Host Manager induction event will be run by the Internships Team to give you more tips and information before your intern starts (diary invite will be sent). |
| **5th June** | Interns start date |