

ABOUT LOUGHBOROUGH UNIVERSITY

THE STUDIO

REQ15600

**GRADUATE INTERN
(FIXED TERM FOR 1 YEAR)**

AUGUST 2015

JOB DESCRIPTION

Job Grade: Administrative Services Grade 3 (int)

Job Purpose:

This role will contribute to the broad activities of the Studio specifically providing support to the Senior Commercialisation Fellow. Organisation of events and office management, upkeep and development of social media and marketing campaigns, contributing your expertise in various areas, particularly encouraging engagement from the students.

Job Duties:

Studio Activities and Support

1. To identify resources and tools that will be useful to members of the Studio and help to populate a repository of resources and the Studios website with this information.
2. Help running the Studio
3. Organise Events for the Members of the Studio, such as Mentor mentee, training and networking.
4. Upkeep of Social Media and marketing campaigns, news feeds and web details.
5. Assist in:
6. Developing awareness of the Studio across the university and to the wider community
7. Working with existing networking groups to develop and grow connections and opportunities for the Studio Members
8. Supporting the Studio Businesses
9. Record Keeping and filing
10. Developing mentor connections and building relations
11. Looking for new opportunities to support Studio businesses
12. Graduate enterprise surveys

13. Research external funding and training opportunities for studio businesses
14. Attend careers fairs, open days and other promotional events
15. Promote, develop and support Studio businesses in external competitions
16. Help maintain and develop relationships with Externals, Alumni and internal contacts

Development of Personal Skills:

Attending training, conferences and keeping up to date on tech and market trends

Team Working:

Working with the Senior Commercialisation Fellow and also assisting in supporting other Enterprise Office activities that have impact on the Studio and Graduate Enterprise

Specific jobs:

Event organisation
Social Media and Marketing
Record keeping and office management
Research and collate comprehensive overview of business support hubs at other universities across the UK
Development and delivery of Studio surveys

Other Activities:

There may be other activities connected to the wider enterprise activity of the University that you will be required to provide support and assistance to as part of this role.

Other:

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Organisational Responsibility:

Reports to: Megan Powell Vreeswijk, Senior Commercialisation Fellow.

Responsible for: none

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PERSON SPECIFICATION

Job Title: Graduate Intern

Job Grade: Administrative Services Grade 3 (int)

	Essential	Desirable	Stage
Education and Qualifications	Achieved a 2:1 or higher or equivalent		1
Knowledge and Understanding	An understanding of IT and Social Media and how it can support Development of Graduate Businesses	Undertaken an individual or group project related to the role	1,3
Skills and Abilities	An interest in Business Development and Enterprise		1,3
	Excellent written communication skills		1,3
	Excellent verbal communication skills, including confidence in talking to Internal and external contacts		3
	Creative and enthusiastic with initiative and energy		1,3
	Exposure to the use and upkeep of a Website	Web authoring	1,3

	Self-motivated and able to manage own time		1,3
Equality and Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace		1,3
Other	Willing to undertake training		3

Stages in Assessment: 1, Application Form, 3, Interview.

Conditions of Service

This is a full-time, Graduate Internship, which is fixed-term for 1 year. Salary for the post will be on Administrative Services Grade 3, £16,131 per annum. It is anticipated that the successful applicant would start work in early October 2015.

The position is subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found at:

<http://www.lboro.ac.uk/services/hr/a-z/conditions-of-service.html>

Informal enquiries

Informal enquiries are welcomed and should be directed to Megan Powell Vreeswijk, Senior Commercialisation Fellow, by email at: m.r.powellvreeswijk@lboro.ac.uk, or by telephone on +44(0)1509 226982.

Applications

The closing date for receipt of applications is 13th September 2015. Interviews will be held during the week commencing 21st September 2015. Please ensure that you state on your application form why you would like the position and what skills and expertise you could bring to the Studio.