

INTERNSHIPS – DEVELOPMENT WEEKS 2018



QUEEN'S
UNIVERSITY
BELFAST

As part of the Development Weeks programme we are inviting **employers** to host short internships over a 1–2 week period with particular emphasis on students studying for non-vocational subjects.

When?

Development Week Internships will run during weeks commencing **14, 21 or 28 May 2018**. Dates are flexible and will depend upon your specific requirements.

Next steps?

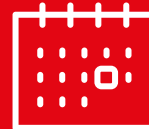
The next steps couldn't be easier. Once you agree to provide a meaningful and challenging 'real world' work experience, upload the details to our state of the art vacancy system, MyFuture by Friday 28 February 2018. You can log in or register for a MyFuture Employers account by visiting www.qub.ac.uk/sites/EmployerGateway-RecruitOurStudents/MyFuture/

All internships will be open for applications from Monday 19 February to Friday 9 March 2018 and your selection process should be completed by 23 March.

There is no expectation for Employers to pay the students for the internships that take place throughout Development Weeks. Bursaries will be available to all students who meet the agreed criteria.

Questions?

Contact one of the Employer Engagement team or email: internships@qub.ac.uk



Key Dates

24 January 2018

Launch Event for Employers

28 February 2018

EXTENDED Deadline for all internships to be uploaded to MyFuture by Employers

9 March 2018

Student applications close

23 March 2018

Shortlist and selection of applications completed

Weeks commencing

14, 21, 28 May 2018

Internships start

We are particularly interested to hear from companies who will offer an internship opportunity to students from the following schools:

- Arts, English and Languages
- Social Sciences and Education
- History, Anthropology, Philosophy and Politics
- Biological Sciences
- Psychology
- Archaeology, Geography and Paleocology
- Maths and Physics

Bursaries will be available to students from these schools should they fulfil the agreed criteria.

Employers invited to post Development Weeks' Internship Opportunities. Follow up contact from QUB



Opportunity uploaded as internship on [MyFuture](#) by 28 February 2018. The internship is approved by MyFuture Co-ordinator and tagged as Development Weeks using QUBDW in Job Title



Employer confirms recruitment and selection method (either direct recruitment or through QUB Careers Team)



Students encouraged to apply for roles and students upload CV or Expression of Interest for internship by 9 March 2018



Employer completes selection or QUB Careers Team complete matching process by 23 March 2018



Students and Employers advised of match details through QUB



Employers sign [Health and Safety Agreement](#) and [Student Placement Form of Indemnity](#) and return to [QUB](#)



Where eligible, student submits completed Bursary Claim Form signed by the employer to [QUB](#)



Student submits claim form and claim is processed by QUB

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QUEEN'S
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QUBDW Engineering & Science Internship

(Please use QUBDW in the MyFuture Job Title to assist student searches)

Job Description

We are delighted to be offering up to 5 internships across our manufacturing and R&D functions as part of Queen's Development Weeks. We are looking for students with great enthusiasm and initiative. You will get to experience how a manufacturing floor operates, and how targets/objectives are met. You will get to do some problem solving of your own and get an insight into what employers from this sector will be looking for from young, talented engineering/science applicants.

There are 5 internships available across our manufacturing and R&D functions as part of the Queen's Development Weeks. The internships will take place during the Development Weeks period of 14th May to 1st June

Candidate Criteria

- Must be available for one week over the Development Weeks period 14th May to 1st June.
- Must be currently studying a Science or Engineering degree
- Enthusiasm and interest for the functional area applied for
- Analytical, reliable and dependable
- Ability to work as part of a team
- Inspired and curious

Applications Open	16th February or date of posting
Closing date for Applications	9th March
Application Method	CV & Cover letter via MyFuture

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QUEEN'S
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QUBDW Community Development Internship

(Please use QUBDW in the MyFuture Job Title to assist student searches)

Job Description

We are a leading youth charity working together with young people and communities all across NI. We exist to forge new creative and inclusive spaces that empower and inspire individuals to express what matters to them.

We support young people's social, educational and cultural development through accessible community based programmes that give young people a voice. Emphasis is placed on reachability and being innovative, radical, outcomes focused and value based.

We are opening up opportunities for QUB students to experience community and voluntary sector with specific focus on youth and community development working alongside one our Youth Outreach Team learning directly from the Outreach Team Lead.

Interns will bring an innovative, imaginative and entrepreneurial flair to our activities. He/she will be offered with meaningful and challenging real life work experience in the field of youth outreach and development. The intern role involves working in a small team, reporting to the project coordinators to implement the agreed chosen work experience initiatives.

Candidate Criteria

- Candidates can come from any degree pathway
- Must be available for one week over Development Weeks period 14th May to 1st June.
- Have a keen enthusiasm and interest for youth and/or community development
- Ability to work as part of a team
- Inspired and curious
- Reliability and dependability

Applications Open

16th February or date of posting

Closing date for Applications

9th March

Application Method

CV & Cover letter via MyFuture

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QUEEN'S
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QUBDW Development Weeks Legal Internship

(Please use QUBDW in the MyFuture Job Title to assist student searches)

Job Description

Our continued success is dependent on attracting and retaining the top talent in all areas of the business. We seek to attract and retain the best by providing rewarding careers and a supportive working environment, allowing our people to maximise their potential and fulfil their ambitions. A legal profession is both demanding and rewarding, a short internship might be key in making an informed decision as to whether it is the right career move for you. This two-week internship will give you an insight into what it will be like to work in the legal profession. You will experience real work on real cases to sharpen your commercial instinct and help develop an understanding of our clients. It will also allow you to find out if we are the right fit for you.

Candidate Criteria

- This internship is most suited to law students and those from other pathways who intend to pursue a legal career at a later date.
- You will need three very strong A' Levels
- Must be available for one week over the Development Weeks period 14th May to 1st June.
- Ambitious with confidence and focus to take full advantage of the supportive working environment
- You will have excellent interpersonal skills
- Ability to work as part of a team
- Reliability and dependability

Applications Open

16th February or date of posting

Closing date for Applications

9th March

Application Method

CV & Cover letter via MyFuture

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QUEEN'S
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QUBDW Youth Charity Social Media Internship

(Please use QUBDW in the MyFuture Job Title to assist student searches)

Job Description

We are a leading youth charity working together with young people and communities all across NI. We exist to forge new creative and inclusive spaces that empower and inspire individuals to express what matters to them.

We support young people's social, educational and cultural development through accessible community based programmes that give young people a voice. Emphasis is placed on reachability and being innovative, radical, outcomes focused and value based.

We are opening up opportunities for QUB students to experience community and voluntary sector with specific focus on assisting the content development and targeting of our social media platforms.

Interns will bring an innovative, imaginative and entrepreneurial flair to our activities. He/she will be offered with meaningful and challenging real life work experience in assisting the development of our social media content and targeting. Specifically, the intern will be involved in assessing the effectiveness of our current social media offering and assisting in the development of new content and approaches. The intern role involves working in a small team, reporting to the project coordinators to implement the agreed chosen work experience initiatives, drafting new content, collating good news stories and features and posting through our social media channels.

Candidate Criteria

- This internship is open to students from any discipline but is very suited to arts, humanities and social sciences.
- Must be available for one week over the Development Weeks period 14th May to 1st June.
- Have a keen enthusiasm and interest for developing current and topical social media content
- Ability to work as part of a team
- Inspired and curious
- Reliability and dependability

Applications Open	16th February or date of posting
Closing date for Applications	9th March
Application Method	CV & Cover letter via MyFuture