

# INTERNSHIPS - DEVELOPMENT WEEKS 2019

As part of the Development Weeks programme we are inviting **employers** to host short internships over a 1 to 3 week period with particular emphasis on students studying non-vocational subjects.

## When?

The Queen's Development Weeks programme will run from **20 to 31 May 2019** and your internship may occur over this week or any time over the summer depending on 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, ideally by Friday 22 February 2019. You can log in or register for a MyFuture Employers account by visiting [www.qub.ac.uk/recruitourstudents](http://www.qub.ac.uk/recruitourstudents)

**Internships will be open for applications from Friday 22 February and the selection process should ideally be completed by Friday 22 March. However, we will accept and promote internships after these dates.**

**There is no expectation for employers to pay the students for the internships that take place under this scheme and Bursaries will be available to all students from our target pathways.**

## Questions?

Contact one of the Employer Engagement team or email: [internships@qub.ac.uk](mailto:internships@qub.ac.uk)



## Key Dates - Guide Timeline

### 22 February 2019

Target for internships to be uploaded to MyFuture by Employers

### 8 March 2019

Student applications close

### 22 March 2019

Shortlist and selection of applications complete

### 20 May - 13 September

Window for initiation & completion

**This is a guide, we will accept and promote internships after these dates**

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
- Geography, Archaeology and Paleoecology
- Maths and Physics
- Individual programmes of Business Management, Economics and Planning

**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](#) ideally by 22 February 2019. The internship is approved by QUB 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 by 8 March 2019. This may be extended for internships uploaded after 22 February



Employer completes selection matching process by 22 March 2019 (assistance may be available from QUB Careers Team)



Details of successful students confirmed by Employer to QUB



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



At end of internship, eligible students submit completed Bursary Claim Form, signed by the employer, to [QUB](#)



Student submits claim form and claim is processed by QUB

We will accept and promote internships outside of the above dates

# INTERNSHIPS - DEVELOPMENT WEEKS 2019



## 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

<b>Applications Open</b>	22 February
<b>Closing date for Applications</b>	8 March
<b>Application Method</b>	CV & Cover letter via MyFuture

# INTERNSHIPS - DEVELOPMENT WEEKS 2019



## 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

<b>Applications Open</b>	22 February
<b>Closing date for Applications</b>	8 March
<b>Application Method</b>	CV & Cover letter via MyFuture

# INTERNSHIPS - DEVELOPMENT WEEKS 2019



## 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 of 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**

22 February

**Closing date for Applications**

8 March

**Application Method**

CV & Cover letter via MyFuture



# INTERNSHIPS - DEVELOPMENT WEEKS 2019



## 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

<b>Applications Open</b>	22 February
<b>Closing date for Applications</b>	8 March
<b>Application Method</b>	CV & Cover letter via MyFuture