# Internship Job Specification Form

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| **Internship details** | |
| Company name |  |
| Contact name |  |
| Contact email address |  |
| Contact phone number |  |

The details in this form will provide the basis of the job specification for graduates to view. Therefore, it should support graduates in making a decision on:

* “Is this role relevant to my interests”
* “What can I gain from this experience and how will it help me in the future”
* “What do I need to include in my application”

This form is laid out in such a way which should support graduates in addressing these questions.

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| **Please select the occupational area most relevant to both the organisation and the role itself** | **Most relevant to company** | **Most relevant to role** |
| Business, Consulting & Management |  |  |
| Accountancy, Banking & Finance |  |  |
| Legal Profession, Law Enforcement & Protection |  |  |
| Sales & Business Development |  |  |
| Human Resources Management & Recruitment |  |  |
| Transport, Logistics & Supply Chain |  |  |
| Hospitality & Events Management |  |  |
| Health & Social Care |  |  |
| Medicine |  |  |
| Medical Research |  |  |
| Pharmaceuticals |  |  |
| IT & Technology |  |  |
| Engineering & Manufacturing |  |  |
| Aerospace and Defence |  |  |
| Energy & Environment |  |  |
| Property & Construction |  |  |
| Charity & Voluntary Work |  |  |
| Government & Public Services |  |  |
| Leisure, Sport & Tourism |  |  |
| Teaching & Education |  |  |
| Creative Arts & Design |  |  |
| Marketing, PR and Advertising |  |  |
| Media, Film & TV |  |  |
| Publishing & Journalism |  |  |
| Retail, Buying & Merchandising |  |  |

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| **Internship project details** |
| **Job title:**  **About the company:**  **Project overview:**  *This section should provide an overview of the project and what the graduate will be working on, how, and why it’s important.*  **Project breakdown:**  *This section should provide a realistic breakdown of the project with achievable deliverables for each week.*  Week 1:  Week 2:  Week 3:  Week 4:  Week 5:  Week 6:  **Main tasks and areas of responsibility:**  *This section should provide a breakdown of all the main areas and key tasks and is important to be as appealing as possible to potential graduates.*  **Knowledge, Skills and Experience required:**  I.e. type of degree, language skills, technical knowledge etc *but please remember this is a developmental opportunity.*  **Essential:**         **Desirable:**         **Any other information relevant to the role:**  Please delete/amend the following statements as appropriate   * This internship will be held over a 6-week period from Monday 19th August – Friday 27th September 2024. * It is part-time role, and equates to 25 hours per week and therefore you will need to be available as such, plus any travel time involved if the role is not fully virtual. Please indicate in your application if there are any restrictions to the hours you can work during this time frame. * This role does not include a probation period * This role will be in-person/hybrid/fully virtual * Any in person elements of the internship will happen at [postcode] and therefore the intern will need to be able to travel to this address on their own accord [delete if internship is fully virtual] * No IT equipment will be provided for this internship and therefore the intern will be expected to use their own equipment. The equipment required is XXX OR IT equipment will be provided for this internship and therefore the intern is not required to provide their own equipment   **Application process:**   * Add detail here   Hours are subject to change and may adjust slightly by an hour or two either way. This will be communicated ahead of time. |

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