

School/Subject Application for Roberts Funding – Session 2011/2012

School/Subject: College of Social Sciences

Project title: College Office and Researcher Development Programme Internship

Brief Outline of responsibilities including number of hours required:

- Assist with the administration for the Researcher Development Programme (RDP), in the Graduate School, College of Social Sciences. This would involve Bookings Centrally controlled Rooms, Managing Attendance and Non-Attendance in the courses, ordering catering and updating webpages. (41)
- To be responsible for maintaining the Eventbrite website for the RDP with short course events/workshops. (15)
- Assist in the management of Facebook for advertising Events for the Researcher Development Programme for the College of Social Sciences (5)
- Assist with other admin tasks issued by the Graduate School Team in the College of Social Sciences (10)

Total = 71 Hours

(Paid at start of Grade 6 - http://www.gla.ac.uk/media/media_195621_en.xls)

Essential and Desirable Criteria of Applicants:

Essential

- High degree of computer literacy including internet, word-processing, spreadsheets and email
- Excellent interpersonal and communication skills
- Ability to work independently and to tight deadlines without regular supervision
- Ability to work as part of a team
- Ability to work accurately and ensure attention to detail
- Excellent creative and organisational skills
- Ability to demonstrate general knowledge of social media platforms

Desirable

- Awareness of the range of PGR activities in the College of Social Sciences
- Previous marketing experience
- Previous web updating experience (T4 system)



Links with Joint Statement Skills

Personal Effectiveness – to be able to:

- Demonstrate self-discipline, motivation and thoroughness
- Show initiative, work independently and be self-reliant

Communication Skills – to be able to:

- Write clearly and in a style appropriate to purpose
- Construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques

Networking and Teamworking – to be able to:

- Understand one's behaviours and impact on others when working in and contributing to the success of formal and informal teams
- Listen, give and receive feedback and respond perceptively to others



Application Procedure

The internship will be allocated on the basis of the written application alone (there will be no interviews). Please send the following documents in electronic format to Alan.McConnell@glasgow.ac.uk by the deadline stated below.

- 1 page CV
- 1 page statement of how you meet the essential and desirable criteria and why you should be selected for this role.

Deadline: 16.00hrs 29 February 2012

Notification: The successful applicant will be notified by 7 March. [Arrangements will be made soon after to agree a Start Date]

Should you have any questions please email Alan.McConnell@glasgow.ac.uk (please note that we cannot offer advice on drafting your application).