

## **Student Enterprise Internship at CIT**

### **Job Description**

Reporting to the Industry Liaison Manager, the Student Enterprise Intern (Intern) will promote, develop and support entrepreneurship at CIT, and will encourage a spirit of entrepreneurship amongst all students based on campus.

The Intern will be based between the Rubicon Centre and the Industry Liaison Office and the successful candidate can be from any discipline area, i.e. Business, Engineering, Science etc.

The successful applicant will work with an existing intern who will commence their second year of their chosen Masters programme in September. The CIT Internship programme has been running successfully for six years and the five students who completed their internships and Masters Programmes all secured employment or progressed their study by completion of the programme. A sixth student is about to commence their second year of their Masters programme.

### **About the Internship Programme**

The programme aims to achieve a shift in mindset by allowing students discover and practice their enterprising skills in a safe or low risk environment and in a social setting. The role of the Student Intern is vital in facilitating this process. Experience shows that young people tend to take advice from their peers rather than their elders, teachers or parents. So by organising activities that allow the student population to explore their enterprising abilities there is a greater likelihood of them being embraced and being successful.

### **Sample Intern Activities**

Activities include:

- Organising competitions that will challenge students in different ways – selling skills, planning a project, leadership skills, etc.
- Holding seminars and business master classes for the students, using successful business people and celebrities from industry. “Warts and All” stories.
- Recruiting students for the institute’s enterprise society (Idea Hub Society) where students can network with like-minded individuals, form collaborations or discuss their business ideas.
- Generate Marketing and Event strategies and budgets.
- Create Brand & liaise with graphic and web designers.
- Exhibit and organise a competition for second level students who visit on the Institute’s Open day.
- Organise seminars bringing in youthful, successful entrepreneurs.
- Submit regular stories and PR to local newspapers.
- Liaise with programme co-sponsors as required
- Organise a Business Plan competition
- Produce weekly activity and progress reports.
- Manage the programme’s marketing budget.
- Generate and maintain database of students interested in self-employment or setting up a business.

- Promote the activities of the Rubicon Incubation Centre

### **Key Duties**

- The successful candidate will be expected to take a proactive role in the expansion of the Idea Hub Society and expand the reach of this society to include all disciplines that have an interest in entrepreneurship
- Development of a marketing strategy and plan to promote student entrepreneurship.
- Development, planning and implementation of monthly cross faculty student networking events.
- Maintenance of CIT Student Enterprise Website and to evaluate the utilisation of e-promotional tools, e-zine, blogging and social networking tools to reach target audience.
- Use of Facebook and twitter to promote events and activities
- Financial control of marketing budget
- Organise competitions and events for the students of the Institute, including Business Plan Competition, Paper-clip Challenge
- Assist in the promotion and organisation of the CIT Prize for Innovation
- Present bi-annually to the Local Enterprise Office on progress made
- Carry out other duties as requested by the Industrial Liaison Manager, Rubicon Centre Manager and Alumni Manager.

### **Benefits to the Intern**

The programme affords the Intern the opportunity to hone the following skills

- Creativity – promoting themselves, the events and business ideas.
- Leadership Skills
- Networking and Sales Skills
- Fundraising and negotiating skills
- Recognising good business opportunities
- Presentations Skills
- Communication Skills
- Marketing Skills
- Project management

### **Terms and Conditions**

The successful candidate will be contracted from the September 2015 until May 2016, subject to 3 monthly reviews. It is envisaged that the Intern will be appointed for a second year from the September 2016 until May 2017 - to facilitate completion of Masters Programme.

The role demands a minimum of 18hrs per week, which is paid. The Intern will also be expected to study for either a taught or research Masters Degree from those offered in CIT, fees will be covered by CIT.

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