

JOBS ON CAMPUS



Typical JobsOC Internship Examples

A JobsOC Internship offers **graduate level work experience**. An internship will typically not be a primarily administrative role, and will usually involve the use of specialist skills or require a high level of autonomy or responsibility. Examples of tasks that might be included in an internship include marketing, event organisation, research, data analysis, IT development and project co-ordination. Some internships are for a few hours each week, others may offer full-time work especially during vacation periods. An internship can last up to 26 weeks.

Marketing and Event Organisation

Many departments within the university take on interns to support their marketing and promotional activities or to assist with the planning and running of events. The following examples show duties included in previous marketing and events internships, such as:

Careers Service Marketing intern

- Write blog content
- Plan and create content for social media channels
- Promote events eg. Lecture shouts
- Photography

NU Women Intern

- Help plan and organise events (10-15 events per year)
- Update the blog and other social media
- Other related activities to support the network including writing groups and mentoring scheme
- Work closely with the Chair of NU Women, and other members of the network's Steering Committee

JOBS ON CAMPUS



Research and Data Analysis

Research and data analysis internships can support a range of research and development projects in schools, services and research institutes and centres across the university. The following examples show duties included in previous research and data analysis internships, such as:

Research Assistant

- Analyse qualitative interview transcripts
- Input survey data into database
- Support the organisation and delivery of co-design events
- General administrative duties, including arranging meetings, reporting of recruitment figures etc.

Data Analyst

- Gather and collate data
- Develop and support reporting processes
- Mine and analyse large data sets, draw valid inference and present them to staff using a reporting tool.
- Audit data quality
- Create data dashboards, graphs and visualisation where necessary

IT Development

IT development internships may use technical skills such as coding and web design to support the development of deliverables including training systems, computer programs and websites. The following examples show duties included in previous IT development internships, such as:

Web Developer

- Develop an online system which pulls data on drugs from an online database and can generate both valid and invalid prescriptions to train pharmacy students to identify possible errors

Python/Java Developer

- Work with the development team to collect text based data via web crawling and API
- Collect and validate data from different data sources and perform the unit testing
- Code data collection using Python and Java
- Develop highly reliable web crawlers and HTML parsers across various websites
- Extract structured/unstructured data and store them into MongoDB & Elastic Search
- Work closely with development teams to provide scrapped data for analysis
- NodeJS and interest in Front-End Framework (React)
- Run manual and automated tests

JOBS ON CAMPUS



Specialist Roles

In addition to the more typical roles listed above, we also advertise a range of more specialised internships when they are required.

Past opportunities have included:

- Podcast Sound Technician
- Summer School Assistants
- Magazine Editor
- Comic Artist
- Translator