**Internship:** Centre for Enterprise and Entrepreneurship Studies (CEES)

4 hours per week during term time (these hours will be fixed but can be arranged around study timetables)

**Salary:** £8.70 per hour

To start September 2019 (or earlier if available)

The Centre for Enterprise and Entrepreneurship Studies (CEES) has a vacancy for a student intern to assist in promoting its nationally recognised excellence in entrepreneurship education across the University of Leeds. Applications are invited from students studying any discipline, but an interest in marketing and promotion would be of benefit. Applicants must be able to demonstrate a knowledge and understanding of CEES. The Intern will work closely with, and be responsible to, the CEES Administrator in the marketing and promotion of CEES, Enterprise at Leeds and related activities. The successful candidates will use their initiative, be proactive, creative and responsive. The role will include in particular:

Set activities throughout the year including:

\* Taking part in University open days: Distributing promotional materials, talking to prospective students about CEES discovery modules and informing them of opportunities we have available such as the Year in Enterprise and our ‘with Enterprise’ courses. Open days will also include answering any queries prospective students might have and helping them as best as possible.

\* Act as a CEES Ambassador during Fresher’s Week and Discovery events to promote the modules and opportunities CEES can offer in a creative, engaging way to raise awareness of what we do to all new and returning students, not just those from the Business School.

\* Actively contribute to the CEES Twitter feed, Facebook and other social media platforms by engaging with the students, updating the followers on CEES events and creating engaging content.

\* Distribute promotional materials across campus to schools and shared University buildings – helping to raise the awareness of CEES Discovery modules to all students**,** not just those from the Business School.

\* Participate in various events to represent CEES; acting as stewards, guides and assisting visitors.

\* Working on specific projects: developing and contributing to existing CEES projects and being responsible for and creating new projects, fitting with and enhancing the work of CEES.

\* Other help as required

This internship will provide excellent work experience and will enhance employability skills such as initiative, independence, communication skills, teamwork and creativity.

**Essential Person Criteria**

\* Have an awareness and understanding of the Centre for Enterprise and Entrepreneurship Studies.

\* Be studying any degree programme at the University of Leeds.

\* A high level of interpersonal and communication skills and to be confident in speaking to members of staff and students as well as communicating through social media channels.

\* Ability to work both as a member of a team and an individual using own initiative.

\* Be creative to think of new ways to help promote CEES and how to engage students.

\* Ability to manage own workload and to prioritise tasks.

\* A commitment to the continuous improvement of CEES.

Closing date: Please apply by Wednesday 10th July 2019

Interviews will take place on Monday 15th July 2019 if possible (Can be via Skype, or maybe in September if this is not practical)

**How to Apply**

By e-mail to Natalie Jackson by email: n.c.jackson@leeds.ac.uk

Applications should include the following:

\* An up-to-date CV with covering letter, evidencing how you meet the essential person criteria

\* A 400-word profile, focusing on an area that is important to you in your University life. Eg. Opportunities you have been given, a placement you have completed, sports etc. and highlighting what interests you about CEES.