Paid Summer Internship –

Representatives from the Collegiate University and the Institute of Continuing Education (The Working Group) invite applications for the summer internship set out below.

The Working Group is currently undertaking an initial exploration to determine the merits of a new educational model. The intern’s project will be gathering information and presenting findings on the proposed new model.

The benefits of this appointment include:

1: Developing project design and project management skills
2: Developing your capacity to undertake applied research
3: Experience working as part of a team in a professional workplace environment
4: Enhancing report writing and presentation skills

The intern will be based at the Institute of Continuing Education at Madingley Hall and will be assigned a mentor, however, due to the collaborative nature of the project, there will also be opportunities to work and receive further mentoring within the Collegiate University with members of the Working Group.

The intern will be required to work full time (36.5 hours each week), Monday to Friday, over an eight week period and will be paid £7.51 per hour. Timesheets will be completed according to the hours worked.

Interested parties should send a CV, including contact details of two referees, and covering letter to zara.kuckelhaus@ice.cam.ac.uk by midnight on Sunday 26 June. Interviews are expected to take place at Madingley Hall during the week commencing Monday 4 July.

We anticipate that the successful candidate will commence their role on Monday 18 July and complete the internship by Friday 9 September 2016.

The Role -

1. Conducting:
   a. A wide-ranging desktop analysis of the proposed educational model as operated by other UK universities.
   b. A similar exercise with selected US, Canadian and Australian universities
   c. A thematic analysis of student-led strands on relevant websites and bulletin boards.
   d. A review of the peer-reviewed literature regarding the educational value of the model. Also review grey literature.

2. Presenting a summary of findings to the Working Group – a written report and verbal presentation
**Person Specification –**

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<th>Educational Qualifications</th>
<th>• Degree level, or working towards degree level qualification</th>
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| Specialist Knowledge and Skills | • High competency in standard software packages including Microsoft Office, including Word and PowerPoint  
  • Excellent organisational skills  
  • Methodical and accurate working method, with excellent attention to detail  
  • Understanding of fundamental approaches to research |
| Interpersonal and Communication Skills | • Ability to communicate with people from a wide range of backgrounds, both written and verbal.  
  • Ability to work effectively as part of a team  
  • Ability to recognise and maintain confidentiality  
  • Ability to assess information and communicate it effectively |
| Relevant Experience | • Experience of research presentations  
  • Experience of prioritising workloads and deadlines |
| Additional requirements | |
