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University Of Bradford Internship Placements Programme 2025

Description

The University of Bradford Internship Placements Programme 2025 offers students and recent graduates the opportunity to gain hands-on experience in various academic departments and professional services. This programme is designed to enhance career development by providing exposure to real-world work environments, industry insights, and the chance to build a network of professionals. Interns will work closely with experienced mentors to develop practical skills, enhance their knowledge in specific fields, and contribute to key projects within the university.

Responsibilities

- Assist in day-to-day tasks and activities across various departments, including academic, administrative, and research-based roles.
- Collaborate with faculty, staff, and other interns on key projects and initiatives.
- Conduct research, data collection, and analysis as required by department needs.
- Support the preparation of reports, presentations, and documentation.
- Participate in team meetings and contribute to brainstorming sessions.
- Provide administrative assistance, such as managing emails, scheduling meetings, and handling correspondence.
- Help organize events, workshops, and seminars within the university.
- Contribute ideas to enhance departmental processes and initiatives.
- Take part in training sessions, workshops, and other professional development opportunities.
- Maintain confidentiality and adhere to university policies and procedures at all times.

Qualifications

- Enrolled in or a recent graduate from an undergraduate or postgraduate programme at the University of Bradford.
- A strong academic record in relevant fields of study.
- Must be able to commit to the full duration of the internship programme (typically 3-6 months).

Experience

- No previous work experience is required, but any prior internships, volunteer work, or academic projects related to the department you are applying for will be beneficial.
- Experience working in a team-oriented environment is a plus.

Skills

- Strong communication skills, both written and verbal.

Hiring organization

University Of Bradford Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Higher Education

Job Location

Bradford, England, United Kingdom,
BD10,, Bradford,, England,, Higher
Education

Working Hours

8

Base Salary

10

Date posted

November 26, 2024

Valid through

04.11.2026

- Good organizational and time-management abilities.
- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint, etc.).
- Ability to work independently and as part of a team.
- A proactive attitude and willingness to learn.
- Strong attention to detail and problem-solving abilities.
- Basic research skills are an advantage.
- Knowledge or interest in the specific department or field related to the internship.

Job Benefits

- Hands-on experience in a professional work environment.
- Opportunities to build a network within the University of Bradford and with external partners.
- Access to professional development workshops and training sessions.
- Mentorship from experienced professionals within the university.
- A valuable addition to your CV/resume, boosting future job prospects.
- Flexible working hours to accommodate your academic schedule (for students).
- Potential for future employment opportunities with the University of Bradford.
- A stipend or financial compensation (if applicable) to cover travel and living expenses.

How To Apply

Interested candidates should submit the following:

1. A current CV detailing academic achievements and any relevant work or volunteer experience.
2. A cover letter explaining why you are interested in the internship and what you hope to gain from the experience.
3. A reference letter from an academic tutor or supervisor .