

**Part-Time opportunity for two students: Politics Alumni Engagement Internships
£496 for 80 hours work (per intern) between early February and 30 June 2012**

The Department of Politics' community of alumni is a valuable, growing and increasingly influential asset that has significant potential to help the Department's current students. The Department is therefore keen to strengthen its links with alumni and the opportunities for current students to meet alumni. To this end the Department is working with the Development & Alumni Relations Office (DARO) and the Careers Service to establish and maintain a network of former Politics students, and arrange events for them to meet current students.

The project:

The Department of Politics is working with DARO on a project to increase the range and quality of the activities it undertakes in establishing and maintaining meaningful connections between current Politics students and its community of alumni. The project complements the existing work that DARO does to provide benefits for younger alumni, encouraging them to maintain their connection with York after graduation.

The interns will support the development of a Department of Politics Alumni Network aimed at young alumni, and will help to increase volunteering activities by alumni to support current students' employability, for instance by offering mentorships, work shadowing, internships or general advice. In order to realise these outcomes, the interns will be required to work in partnership with DARO and the Careers Service; interns will also plan and organize a flagship event to bring alumni and current students together in June 2012. The interns will be expected to operate flexibly to support the Department's ongoing communications, fundraising, and events for current students and alumni.

We are looking for students with:

- Excellent communication skills, on the telephone and in person, with the ability to listen and engage quickly with individuals.
- An enquiring and creative mind, with the ability to ask relevant questions and pro-actively find solutions.
- Self-motivation and dynamism, with the ability to manage their own time.
- Excellent attention to detail with an engaging style of written communication.
- A willingness to efficiently undertake some clerical tasks, including preparing mailings, making routine phone calls, and collating/manipulating data.
- Excellent IT skills, including experience of data management and a willingness to learn how to use the team's stakeholder management database.
- An enthusiasm for events planning, especially for a Politics alumni event in June 2012, but also other events to enable current students to meet alumni.

Other information:

This post is brought to you by the Student Internship Bureau. Both interns will be based in the Department of Politics and DARO office in Heslington, working on the project for a period of 80 hours between early February and 30 June 2012, although there is some flexibility around the start date. Please note it is advised that, during term time, students conduct no more than 16 hours paid work per week.

The interns will each be paid a training allowance of £6.20 per hour - £496 for the project, which is exempt from tax and national insurance. This internship is open to current registered students of the Department of Politics who have the legal right to work in the UK for the duration of the internship.

To apply, please visit <http://sib.wufoo.com/forms/apply/> quoting reference 230112. The application deadline is Tuesday 31st January at 5pm, with interviews expected to take place in the Department of Politics on the morning of Wednesday 8th February.

Please Note: If you have not heard from the Department of Politics within 2 weeks of the closing date, please assume that on this occasion your application has been unsuccessful.