Student Internship Bureau: Information for employers
The Student Internship Bureau is hosted by the University of York. Throughout the year we offer the opportunity for employers, large and small, to engage the services of motivated and enthusiastic York students to undertake projects up to 12 weeks in duration.

Projects are established based on your business needs, providing tangible benefits to you whilst, at the same time, offering professional work experience for our students and recent graduates.

We offer a flexible approach, both during term time where students can work part time and also during the summer vacation when they are able to work on a full time basis dependent on the needs of the business and the complexity of the project.

All interns are paid a minimum hourly rate and are subject to usual deductions. Internships are open to students from all degree disciplines and levels of study.

Projects can be undertaken at your premises, if needed, but can also be completed virtually.

**Funding**

Funding may be available to support SME’s hosting an intern. Full eligibility criteria and details can be found on our webpages or by contacting the team.

careers-placements@york.ac.uk
york.ac.uk/careers/employers
01904 324240

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**The whole process was smooth, well organised and well supported by the University team.**

Graham Cook, Skillsforge

**The experience has been excellent; it’s the first time my organisation has used interns and they have been great. I would recommend it to anyone in the future**

Clare Trott, Harrogate Convention Centre

**This internship unlocked a whole other sense of potential and progression for me.**

Emily, 2nd year, Psychology in Education student
Engagement Process

We can support with:

- **Scoping out the project**
  Work with our team to agree a brief for the project that delivers what you need whilst being challenging and rewarding for our students.

- **Advertising, shortlisting and interviewing**
  We will advertise your project to our current students via our Careers portal and shortlist the best candidates based on your requirements. You can decide which students you’d like to take forward to interview and we may also be able to provide interview space on campus if needed.

- **Paperwork and payments**
  We can produce letters of agreement and provide support with the payment process.

Support is ongoing throughout the duration of the project from the Internship Bureau

*This opportunity has developed me personally and professionally.*

Sophie, 2nd year Environment and Geography student, Network Rail Intern
The Student Internship Bureau brokers on average over 150 internships over the year, here are some examples

Business Development Internship

Second year Maths student Katie spent 12 weeks over the summer vacation working with Helen Neave at Make it Wild, a small business who manage nature reserves and engage in sustainable commercial activities. Katie, working virtually for most of the time, was responsible for designing and creating an online method for tree dedications and corporate sponsorship.

"This project kick-started a new area of business for us and has been invaluable."

Helen Neave, Make it Wild

Research Internship

Second year students Josh and Chloe spent their summer vacation supporting the bee research team at Applied Insect Science, based near Ripon.

"This project directly opened a new area of the market for us."

Dr Ben Jones, Applied Insect Science

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