Appendix 2

**Example intern job advert**

**Job Title:**

**Department:**

**Salary:**£7.70 per hour (age 21-24) or £8.21 per hour (age 25+).

**Internship starts:**

**Internship ends:**

**Hours:**

**Term:**

**Location:** Regal House (next to Twickenham station) and main Campus.

**Human Resources Summer Internship 2019 - St Mary’s University**

We are seeking to recruit a Human Resources Intern for the summer. The intern will provide support to the HR Partner team in their role of providing HR administrative services covering the full range of employee lifecycle activities.

This is a fantastic opportunity to gain a true flavour of what a HR department gets involved with on a daily basis from onboarding to systems, recruitment to minute-taking.

The intern will also have learning and development opportunities during the internship by attending the following training sessions; a Developing Personal Efficacy Workshop, a Wellbeing Workshop & a Personal Impact Workshop.

We are seeking applications from students with excellent communication skills and the ability to deal sensitively with confidential matters concerning staff which will be essential to the success of this role.

We welcome your application for this post if you are a St Mary’s student who will be graduating this summer and have a keen interest in experiencing the wide variety of HR activities and potentially pursuing a career in Human Resources.

For further information about the role and to apply for the internship, please send your CV to

**Application closing date:**

**Interview date:**