

JUBILEE GRADUATE CENTRE INTERNSHIP - ROLE DESCRIPTION

Title:	<i>Doctoral Students and Social Media: Developing Sustainable Models for Shared Practice</i>
Traineeship Period:	Two interns will work 90 hours each, commencing early March and completing late October/Early November 2011.
Payment:	£10 per hour. Maximum of 90 hours each (£900)
Hours of Work:	Average of up to 6 hours per week, to be agreed between intern and project managers dependent on project requirements
Place of Work:	A shared laptop will be available, if required, for the duration of the internship.
Key relationships:	Graduate Centre Manager; Project Managers; Graduate School Web and Communications Officer; Graduate School Events Manager

Background of Project

The Jubilee Graduate Centre (JGC) is one of five Graduate Centres situated across the University. It works closely with postgraduate research students and early career researchers to develop both faculty-specific and inter-faculty training and careers events with a focus on transferable skills. One of the Centre's core objectives is to engage students in researcher-led initiatives. This project draws on one such initiative: a series of social media sessions that were conducted in several Graduate Centres during 2010.

Social media describes a wide range of web-based tools such as blogs, wikis and social network sites. The sessions focused on the social, participatory and collaborative qualities of social media, and explored how they can support and promote academic and research practices and professional development. An online resource, which is currently hosted on the JGC website* was developed to support the sessions and encourage further social media use.

The experience of conducting these sessions indicated emerging and innovative practices in doctoral and post-doctoral scholarship. Yet examples of adoption and use of social media tend to be bottom-up and under-publicised in the wider academic community. Feedback from attendees indicated that opportunities for sharing good practice, in both disciplinary and interdisciplinary contexts, are highly valued.

Whilst the existing sessions have been seen as being effective at raising awareness of social media, this project represents an integrated approach to facilitating further support to provide the opportunities for developing sustainable models for shared practice.

* <http://www.nottingham.ac.uk/jubileegraduatecentre/training-and-events/events-resources.phtml>

Nature of the Project

The key aims of the project are to:

- Raise awareness of social media within doctoral and post-doctoral practice generally, and to the widest audience possible;
- Identify existing uses of social media across different Schools and Faculties in the University of Nottingham and within other institutions;
- Promote opportunities for sharing good practice;
- Provide for ongoing support and sustainability for researchers;
- Focus on social media practitioners rather than 'experts' ("*by researchers for researchers*");

- Provide professional development and skills opportunities for project participants and interns;

The key outcomes of the project are:

- The development on an online resource
- Hosting a one-day event on social media

Online Resource

The primary aim of the online resource will be to present case studies of researcher use of social media that is situated in practice within specific disciplinary and interdisciplinary contexts. We will explore a range of methods for best presenting the resources, and will explore opportunities for developing an online and participatory community of practice to encourage a sense of ownership and self-sustainability.

Social Media Event

A one-day event at the University of Nottingham will provide a focus for the project, a platform to launch the online resource, and a showcase for current social media activity. Contributors will be invited from within the University and other regional institutions to submit proposals for a range of activities that promote shared practice.

Roles and Responsibilities

We are looking to recruit **two interns** to work on the project. Between them they will be required to:

- Research current doctoral and postdoctoral use of social media in the University of Nottingham and other regional institutions;
- Source researchers to participate in the online resource and one-day event;
- Assist in designing and managing the online resource;
- Prepare a range of multimedia content for the online resource;
- Organise and promoting the one-day event;
- Facilitate at the one-day event.

Training

The intern will have the opportunity to undergo training in the following key areas:

- Project management
- Software/hardware necessary to fulfil the aims of the project
- Event organisation

Outcomes for Interns

The intern will have had the opportunity to gain experience/skills in the following key areas:

- Developing online resources
- IT Skills
- Oral and Written Communication skills
- Team working
- Leadership and project management skills
- Problem-solving
- Marketing skills

How to apply

Send a CV and covering letter in electronic form to jubilee-graduate-centre@nottingham.ac.uk – please read the notes under '**General Information for all Applicants**', below, before you submit your documents.

Applications will **only be accepted by email** and the subject title should state clearly 'Doctoral Students and Social Media'. Late applications or paper submissions will not be accepted. **All registered postgraduate research (PhD) students** are eligible to apply but you must be registered for the full duration of this internship. Please contact Registry if you are in your writing-up period as they will be able to talk to you about extending your registration period in order to take up this opportunity.

Key Dates

Deadline for applications: Friday 25th February 2011, 12.00 noon.

Shortlisting: Week commencing 28th February 2011

Interviews: Thursday 3rd March 2011 (times to be confirmed)

You will need to be available on this interview date to be eligible for this placement and this date is **not negotiable**.

Person Specification

Essential Skills

- Reliable
- Creative and enthusiastic
- Problem-solver
- Good time-management skills
- Able to work independently and as part of a team
- Excellent communication skills

Desirable Skills

- IT and web-based skills
- Interest and experience in social media
- Experience of event management

General Information for all applicants

Application Procedures and Guidelines

The application procedure for this placement is the same as it would be for a professional post in the sector. We are expecting this to be reflected in your covering letter and CV.

Interviews will be conducted by a panel which will include the Graduate Centre Manager and PGR Project Managers.

You need to make it clear in your application both why you feel you are able to undertake this placement (what previous work experience you have, what qualities you have developed during your research), and why you feel it is the next best step for you in terms of your career. You need to be able to show how your experience of both research and employment gives you the skills necessary for the internship, and show a demonstrable interest in the internship and its focus. We will be shortlisting against the person specification included as part of this specification.

We strongly recommend that you look at the guidelines available from the Centre for Career Development on CVs and covering letters which can be found at:
http://www.nottingham.ac.uk/careers/students/resources/applications/cv_and_letters.php

We will be offering feedback to all applicants, whether you are shortlisted or not.

You will need to ask your supervisor's permission before taking up this Internship.