



## Job Specification – Employ.ed on Campus Internship 2019

Please return to [employ.ed@ed.ac.uk](mailto:employ.ed@ed.ac.uk) by the 10<sup>th</sup> Dec 2018. Please rename the file Department\_Internship Title

### Line Manager Contact Details

The staff member who will monitor progress towards the objectives and learning outcomes of the internship.

<b>Name of Line Manager</b>	<b>Alex Burford</b>
<b>Support Group/College</b>	<b>College of Science and Engineering</b>
<b>Planning Unit/School</b>	<b>School of Informatics</b>
<b>Department</b>	<b>Learning Technology</b>
<b>Telephone number</b>	<b>0131 650 3153</b>
<b>Email address</b>	<b>a.burford@ed.ac.uk</b>

### eRecruitment

Once we have assessed the suitability of the internship for the programme, your department will be responsible for inputting the role into eRecruitment, organising approvals and arranging the appointment.

Please let us know who your eRecruitment administrator is so we can communicate with them about the eRecruitment details of the Employ.ed in Campus internships.

<b>eRecruitment Administrator (name and email address)</b>	
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## Job Specification

We will use this information write the internship advert. We will add key dates for interns and details about the Employ.ed on Campus programme of development.

### [Guidance on planning your internship](#)

<b>Job title</b> Keep this simple, free of internal jargon and include 'Intern' at the end.
Lecture Recording Publishing Assistant [Intern]
<b>Description of department and job purpose</b> There is a character limit used in the job advert, so the following 3 sections must not exceed 3,000 characters in total.
Department: Learning Technology Service, within Computing Support in the School of Informatics.  Job Purpose: To migrate lecture recording content from the University's central lecture recording platform to the University's central media publishing platform.
<b>Main responsibilities</b> What you want the intern to do and what skills/experience they will gain.
The intern will, using a custom web form, download lecture recording files from one platform ('Media Hopper Replay') and upload them to another ('Media Hopper Create'). They will then publish the recordings to appropriate channels within Media Hopper Create, and add thumbnail images, and metadata to facilitate searching.  The intern will learn about video file formats, archiving, improving searchability of content on the web, open educational resources and creative commons licensing.
<b>Person specification</b> Essential and desirable knowledge, skills and experience required. To encourage a wide range of applicants and to make recruitment efficient we recommend a <b>no more than 5 essential and 3 desirable points.</b>
Essential: <ul style="list-style-type: none"><li>• Confident in using the web</li><li>• Attention to detail</li><li>• Motivate yourself to maintain high standards, despite repetitious nature of work.</li></ul> Desirable: <ul style="list-style-type: none"><li>• Basic understanding of video file formats</li><li>• Basic understanding of image file formats</li><li>• Able to use an image editor to re-size and publish images to the web</li></ul>





<b>Pay</b>
Based on a pro rata salary of £16,983, (£9.33 per hour)
<b>Planned start date</b>
Please contact the Internships Team if you would like to discuss the start date.
<b>10 June 2019</b> (I'm on leave w/b 3 June – can I push back start date by 1 week?)
<b>Planned end date</b>
Delete as appropriate – if you would like a different length of internship please contact the Internships Team
10 week contract – 9 August 2019 12 week contract - 23 <sup>rd</sup> August 2019
<b>Hours</b>
To ensure that the internships are available to all students, regardless of their other commitments, we encourage you to consider being flexible with the hours required to complete the project (e.g. reduced hours or days). In order for students to make the most of the programme we would recommend hours from 20 – 35 per week. Please consider this when planning your internship.
We have c.120 courses in Informatics – nearly all of which use lecture recording. Each course has an average of 20 recordings for each instance of the course. $120 \times 20 = 2,400$ recordings. I estimate c 5 minutes to download / upload each recording, including publishing to particular channels. $2,400 / 12 = 200$ hours. I would like to include 40 hours contingency for induction, training, creation of thumbnail images etc, calculating as 240 hours in total. So, a 12 week contract, working 20 hours per week, or a 10 week contract, working 24 hours per week, or any variation thereof (including an 8 week contract, working 30 hours a week).
<b>Number of interns</b>
If you would like to hire more than one intern for the same role please specify the number. You might choose to hire more than one candidate at the recruitment stage – just let us know.
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<b>Location</b>
Building/location will the internship be based
Appleton Tower, Central campus. But could be anywhere. I would like to make the internship available to distance students too.

## Shortlisting

The Careers Service can provide a shortlisting service for vacancies that receive over 15 applications. We will provide a matrix with a recommended shortlist along with all other applications. Host managers will make the final decisions.





**If my internship receives 15 or more applications. I would like the Careers Service to help shortlist**





## Key dates

Please read our guide for full details: [Guide to recruiting an Employ.ed on Campus intern](#)

<b>Receive applications</b>	Non shortlisted roles: 25 <sup>th</sup> Feb '19 Shortlisted roles: 1 <sup>st</sup> March '19
<b>Departments shortlist</b>	1 <sup>st</sup> -14 <sup>th</sup> March '19
<b>Departments interview</b>	14 <sup>th</sup> – 29 <sup>th</sup> March '19
<b>Provide feedback to interviewed candidates</b>	By mid-April
<b>Host manager team responsible for inputting information into eRecruitment to appoint selected intern and liaising with local HR.</b>	April
<b>All contracts issued to interns</b>	April
<b>Line manager induction</b>	May

## Information for students

We will add this information to your job spec to form the advert. You do not need to edit anything.

[The University of Edinburgh Careers Service](#), is offering a structured summer internship programme in University departments and Schools. The summer internship places are ONLY open to 2<sup>nd</sup> year to penultimate year undergraduate students from the University of Edinburgh. As well as great work experience, the Careers Service will provide a programme of support, bringing interns together before, during and after the internship. This is combined with a framework to support the development of participants' employability and self-reflection with an [Edinburgh Award](#) as part of the internship.





<b>What is the closing date for applications?</b>	20 <sup>th</sup> Feb
<b>How many internships can I apply for?</b>	up to 3 internships
<b>Do I need to complete a separate application form for each application?</b>	Yes –tailor each application form for the particular internship you are applying for
<b>When will I get feedback on my application(s)?</b>	after 14 <sup>th</sup> March
<b>When are interviews likely to take place?</b>	14 <sup>th</sup> March – 29 <sup>th</sup> March
<b>When will the internship start?</b>	3 <sup>rd</sup> June

You **must** attend the following events as part of the internship programme:

<b>Induction Event</b>	30 <sup>th</sup> May (unpaid)
<b>Interim Event</b>	2 <sup>nd</sup> July
<b>Final Presentation Event</b>	7 <sup>th</sup> August or 21 <sup>st</sup> August (dependent on the length of your internship)

