

Data Science Internship Listings

Template for host organisations looking to recruit MDSI students

This template is to help you understand the information needed to create an internship listing on [CareerHub](#) and should be used as a guide to prepare a listing.

You will need to enter this information into the opportunities form on CareerHub to create your final listing.

We have included examples to help you in creating an internship listing that will attract student interest and will help them make informed decisions as to suitability and possible learning and professional opportunities.

CareerHub Internship Listing Template

Position Title: *e.g. Data Science Intern (MDSI)*

Note: Please include 'MDSI' in the position description so the opportunity is directed towards the most appropriate cohort of students.

Application Closing Date: When setting up the application timeframe please consider recruitment and onboarding requirements. Students need to confirm their internship placements prior to enrolling in a Data Science Internship elective subject, so please look to close listings approx. 2 weeks prior to the start of the [subject timeframes](#).

General Details

Number of positions available: how many interns are you looking for?

Expected commencement date:

Please check the [subject timeframes](#) for Data Science Internships dates, students undertaking internship for course credit, must undertake placements during the subject timeframe.

Remuneration: For paid opportunities you must include a dollar amount per hour. For unpaid please write '*unpaid for course credit only*'.

For information on the legalities of unpaid internships, visit the [Fair Work website](#).

[Click here](#) to read why TD School recommends offering paid placements.

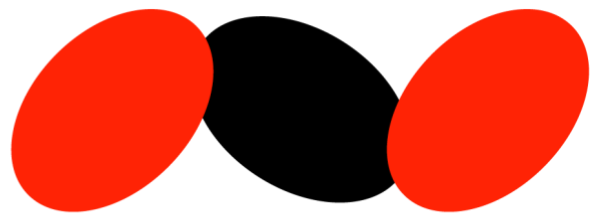
Residency requirements:

Options on listing form:

- *All candidates considered including international students.*
- *Australian Citizens and Permanent Residents only (inc New Zealand Citizens).*
- *Australian Citizens only.*

Wherever possible we encourage you to make your listing available to all MDSI students, local and international students.

Location of internship: Select City, State and Country



Descriptive Details

Summary: *e.g. TD School is leading the way in transdisciplinary education in Australia and we are looking for data science interns who can help us in our radical mission to transform education. This is an opportunity to be mentored by senior academics, gain exposure to new practices in lifetime learning and co-author research.*

For this short blurb we suggest you focus on the benefits of the internship, who students might work with, or an exciting aspect of the work/project/research to attract student attention.

Note: blurb must be under 500 characters.

Details: This is where you write a detailed position description for the internship.

You should include this information in your listing:

- Short description of workplace/department/unit.
- Overview of benefits to students of the internship: possible learning experiences, networking and career development opportunities, connections to stakeholders, mentoring etc...
- Description of the internship role, including duties and responsibilities.
- Any specific skills required or desirable.
- Format of internship: on-site, working from home (WFH) or hybrid.
- Preferred hours and dates, or highlight if there is flexibility.
- Any other requirements for undertaking the internship, this could be related to the work being undertaken or for onboarding purposing to attend on-site or access work platforms, e.g. police check, Working with Children Check (WWCC).
- Any software/hardware requirements.
If the internship is taking place on-site there is an expectation you will provide hardware/software unless otherwise stated. If an internship is being undertaken in hybrid or WFH format you need to provide clear and upfront information about any hardware and software requirements to undertake the placement, if you are not providing equipment to the intern.

Here is a brief example (we suggest more detail for the real thing):

UTS's TD School is shaking up education and research through transdisciplinary innovation. We are currently seeking creative and curious data science interns to work on a large data research project with senior academics.

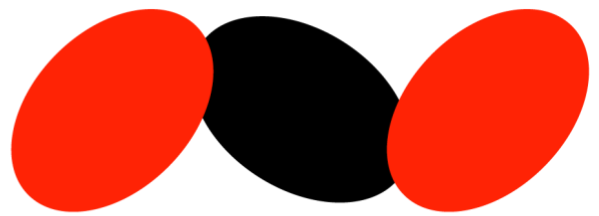
This research has been accepted by a European academic journal, so interns have the opportunity to be listed as co-authors on an academic paper. Other benefits of this internship include professional 1:1 career development conversations with senior TD School staff and connections to research groups across UTS to grow your research profile and knowledge.

As a research intern your duties will include:

- *Analysing large datasets.*
- *Identifying key insights and translating these for non-technical audiences.*
- *Attending research meetings and collaborating with fellow researchers.*
- *Contributing to research writing.*

The ideal candidate will have:

- *Ability to translate data research for non-technical audiences.*



- *Advanced skills with Python and SQL.*
- *Data visualisation skills- using PowerBI and Tableau.*
- *Interest or experience in education sector.*

Ideally the internship will run for 6 weeks (approx. 100-120 hours) with interns working 1 day a week from home and 2 days a week from UTS's campus in Ultimo (preferably Tuesdays and Wednesdays though this is negotiable). With the hybrid format we can offer flexibility of days and hours for the right candidate.

Laptops can be provided for interns, or they can choose to use a personal device, we will provide access for necessary platforms and tools to undertake the research.

Please note that any successful candidate will be required to sign a confidentiality deed before they can start working on the research project. Given onboarding requirements, interns will need to undertake some preparatory work to be set up on UTS systems prior to starting their placement.

We are keen for Master of Data Science and Innovation students interested in research and education to apply and bring their skills to help us find new insights and provide fresh analysis on our datasets. This internship will help you develop your research capabilities under the supervision of experienced academics. Please direct any questions about this internship to Beth Wilson (ResearchTDSchool@UTS.edu.au).

Note: Maximum of 4000 character in this section of the form.

Application Procedures

Instructions: You set up the application process and students apply directly to you, the host organisation. We'd recommend something similar to your organisation's standard recruitment process. This could be submitting a cover letter and CV or answering selection criteria. Applying for an internship is also part of students' professional learning, but we suggest not making the process too complicated or long as this may be a barrier to applying for students, and ultimately limit your applicant pool.

We recommend running rolling interviews for internship opportunities. Please make sure you include contact details for the application in this section.

Application link: Leave blank unless directing students to apply via another platform.

Categories

Opportunity type: Select *Internship/Vacation/Cadetship*.

Occupation: Select best applicable options from the dropdown menu in the form.

For further details on recruiting MDSI students via CareerHub- check out [TD School's Resources for Internship Hosts](#)

Have questions about internship listings, email TDSchoolPartnerships@uts.edu.au