

Innovation Internship Listings

Template for host organisations looking to recruit BCII 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. Innovation Intern (BCII)*

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

Application Closing Date: you choose a date that suits your application process and recruitment timeframe.

Note: we recommend offering long recruitment periods, where possible, so you can get more student eyes on listings.

General Details

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

Expected commencement date:

Please check the [subject timeframes](#) for Innovation 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.

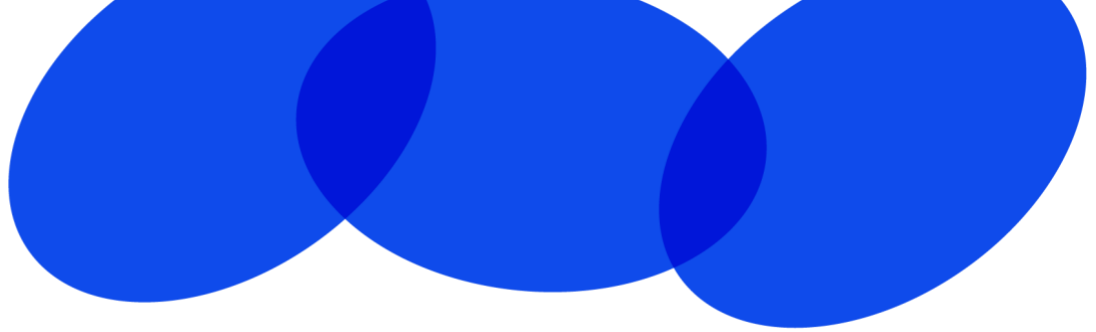
Residency requirements:

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 BCII 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 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 contribute to strategic planning.*

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 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.

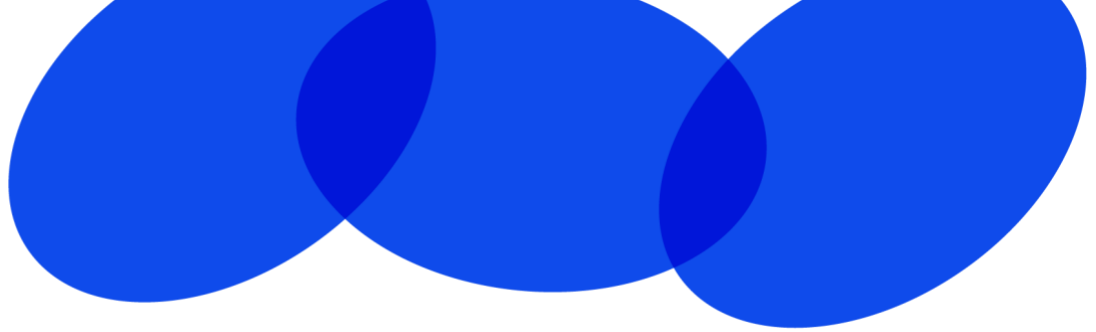
Here is a brief example (we suggest more detail for the real thing)

UTS's TD School is shaking up education and research through transdisciplinary innovation. We are currently seeking curious and innovative interns to work alongside senior academics and executive staff to review our current strategic goals and create pathways for future development.

Interns will be offered career coaching with senior TD School staff, will attend executive board meetings and be invited to events to grow their professional network.

As an innovation intern your duties will include:

- *Reviewing existing research and identifying possible intervention points.*
- *Attending strategic meetings, taking meeting notes and providing insights where needed.*
- *Interviewing stakeholders and compiling key findings.*
- *Assisting with workshop facilitation.*
- *Collaborating with senior academic and executive staff to compile a report to be presented to the Industry Advisory Board.*



The ideal candidate will have:

- Strong verbal and written communication skills.
- Ability to translate complex information and concepts for different audiences.
- Active listening skills (or a desire to improve these).
- Collaborative and creative approach to problem-solving.
- Interest or experience in education sector.

Ideally the internship will run for 5 weeks (105 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 candidates.

Laptops can be provided for interns if needed, or they can choose to use a personal device, we will provide access for necessary platforms and tools to undertake their internship duties.

Please note that any successful candidate will be required to sign a confidentiality deed before they can start their internship. 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 Bachelor of Creative Intelligence and Innovation students from all disciplinary backgrounds to apply and bring their skills to help us explore new approaches for our transdisciplinary work. This internship will give you a window into strategic planning at an executive level and provide you with tools and training to help you communicate with impact. Please direct any questions about this internship to Beth Wilson (TDSchool@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 BCII students via CareerHub- check out [TD School's Resources for Internship Hosts](#)

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