Job description and student selection criteria

Please use this form to provide us with **details of the vacancy/opportunity** and **criteria to select students**

Job/Opportunity

1. Organisation Name

2. Organisation Sector: Please select from options below by ticking the grey boxes

Accountancy		Engineering & Construction		Marketing		Senior Appointments	
Aerospace		Food/Drink Manufacturing		Media & Publishing		Service Industry	
Banking & Finance		Graduate (Trainees)		Pharmaceuticals		Social Services	
Catering & Hospitality		Health (Nursing)		Property		Software House	
Charitable Organisations		Human Resources		Public Sector		Telecommunication	
Construction		Insurance & Pensions		Public Service		Transport	
Defence		IT		Recruitment Agency		Travel & Tourism	
Development		Legal		Research & Development		Utilities	
Education & Institutes		Local Government		Retail & Distribution		Other (please specify):	
Electronics		Management Consultancies		Science			
Energy		Manufacturing		Secretarial/PAs/ administration			

3. Company/Department description

4. Full Job Title

5. Occupation: Please select from options below by ticking the grey boxes

Administration		Engineering		Management		Recruitment	
Advertising		Events		Market Research		Research	
Analyst		Finance		Marketing		Retail Management	
Business		Human Resources		Media		Sales	
Catering		International Business		Porter/Manual		Science	
Consultancy				PR		Steward	
Customer Service		IT		Project Management		Supply Chain	
Data Entry		Languages		Psychology		Telemarketing	
Design		Law		Public Sector		Warehouse	
Development		Logistics		Purchasing		Web/media design	
Other (please specify):							

6. Vacancy Type

Graduate Internship		Permanent Role	
Summer Internship		Part Time	
Other (please specify)			

7. Location

8. Start date

(NB: As stated in the Terms of Business, we will require up to 10 working days to compile a shortlist. We reserve the right to extend this time frame if you require applicants to complete any extra tasks)

9. Duration of vacancy/opportunity (if internship or part time)

10. Salary

11. Job Description

12. Any other requirements

Student Search Criteria

You can tick or highlight as many options as you like.
Where applicable, please indicate if the criteria are essential (**E**) or desirable (**D**).

1. Please choose the UCL Department that the student should be studying in or should have graduated from. (You are welcome to select a whole faculty, if it is appropriate for your role)

Arts & Humanities Faculty			
UCL English Language & Literature		UCL Slade School of Fine Art	
UCL European Social & Political Studies		UCL Centre for Digital Humanities	
UCL Greek & Latin		UCL Centre for Early Modern Exchanges	
UCL Hebrew & Jewish Studies		UCL Centre for European Studies	
UCL Information Studies		UCL Centre for Intercultural Studies	
UCL Philosophy		UCL Medieval & Renaissance Studies	
UCL School of European Languages, Culture and Society			
Bartlett Faculty of the Built Environment			
UCL Bartlett School of Architecture		UCL Bartlett School of Planning	
UCL Bartlett School of Construction & Project Management		UCL Bartlett Development Planning Unit	
		UCL Bartlett Centre for Advanced Spatial Analysis	
UCL Bartlett School of Graduate Studies		UCL Energy Institute	
Brain Sciences Faculty			
UCL Institute of Neurology		UCL Division of Psychology & Language Sciences	
UCL Institute of Ophthalmology		UCL Institute of Cognitive Neuroscience	
UCL Ear Institute		UCL Mental Health Sciences Unit	
Engineering Faculty			
UCL Biochemical Engineering		UCL Electronic & Electrical Engineering	
UCL Chemical Engineering		UCL Management Science & Innovation	
UCL Civil, Environmental & Geomatic Engineering		UCL Mechanical Engineering	
		UCL Medical Physics & Bioengineering	
UCL Computer Science		UCL Security & Crime Science	
Laws Faculty			
UCL Institute of Brand and Innovation Law		UCL Judicial Institute	
UCL Centre for Ethics & Law		Jurisprudence @ UCL	
UCL Institute of Global Law		UCL Labour Rights Institute	
UCL Institute for Human Rights		UCL Centre for Law & Economics	
UCL Jevons Institute of Competition Law & Economics		UCL Centre for Law & the Environment	
		UCL Centre for Law & Governance in Europe	
Life Sciences Faculty			
UCL Division of Biosciences		UCL MRC Laboratory for Molecular Cell Biology	
UCL School of Pharmacy		Gatsby Computational Neuroscience Unit	
Mathematical & Physical Sciences Faculty			
UCL Chemistry		UCL Physics & Astronomy associated research centre: London Centre for Nanotechnology	
UCL Earth Sciences		UCL Science & Technology Studies	
UCL Mathematics		UCL Space & Climate Physics (Mullard Space Science Laboratory)	
UCL Natural Sciences			
UCL Physics & Astronomy		UCL Statistical Science	

Medical Sciences Faculty			
UCL Cancer Institute		UCL Medical School	
UCL Eastman Dental Institute		UCL Division of Medicine	
UCL Institute of Hepatology		UCL Division of Surgery & Interventional Science	
UCL Division of Infection & Immunity		Wolfson Institute of Biomedical Research	
Population Health Faculty			
UCL Institute of Child Health		UCL Institute of Epidemiology and Health Care	
UCL Institute of Cardiovascular Science		UCL Institute for Women's Health	
Social & Historical Sciences Faculty			
UCL Institute of the Americas		UCL History	
UCL Anthropology		UCL History of Art	
UCL Institute of Archaeology		UCL Political Science	
UCL Economics		UCL School of Slavonic & East European Studies	
UCL Geography			

2. Preferred degree level

Undergraduate		Postgraduate (Research inc PhD)	
Postgraduate (Taught Masters)		Other (please specify)	

3. Please state any IT skills or packages you are looking for experience of

4. Please state any specific language skills you are looking for and at which level:

Language	**Fluent/Business**	**Conversational**	**Essential/Desirable**

5. Please state any technical skills you are looking for and indicate if these are essential (**E**) or desirable (**D**).

6. Driving Licence

Full current driving licence is vital for this job		Do not require a driving licence	

7. Work Permit*

Can only recruit graduates/students who don't require a visa.		Happy to look any students, even if they require visa sponsorship.	

*We will ask students to self select on these criteria, but the legal responsibility to check immigration status rests with the employer and NOT with University College London.