

Internships

**www.exeter.ac.uk/careers**

**Typical Tier 1 tasks include:**

* Basic administration e.g. photocopying; filing; typing; database entry; booking meetings; stuffing envelopes; printing; shelving
* Assisting with creating / developing business and administrative systems
* Minute taking
* Liaising with external and internal contacts e.g. answering phones, greeting customers, reception/PA work
* Assisting with organising meetings or events
* Basic research and investigation practices
* Interpreting data
* Assisting with preparing presentations on behalf of members of staff
* Using specific subject knowledge to research, investigate and problem solve.
* Project co-ordination
* Technician work
* Finance assistant
* Writing basic reports
* Translation work
* Work that requires knowledge of software packages e.g. creating web pages, html coding, CAD, GIS

**Typical Tier 2 tasks include:**

* Using advanced subject knowledge and skills (Degree, Masters or PhD)
* Project Management
* Task or Line Management responsibility
* Writing detailed reports
* Work that requires in-depth technical knowledge and experience of software packages

SCPs - Typical tasks by tier