

Graduate Internships

Department Application Guidance 2022

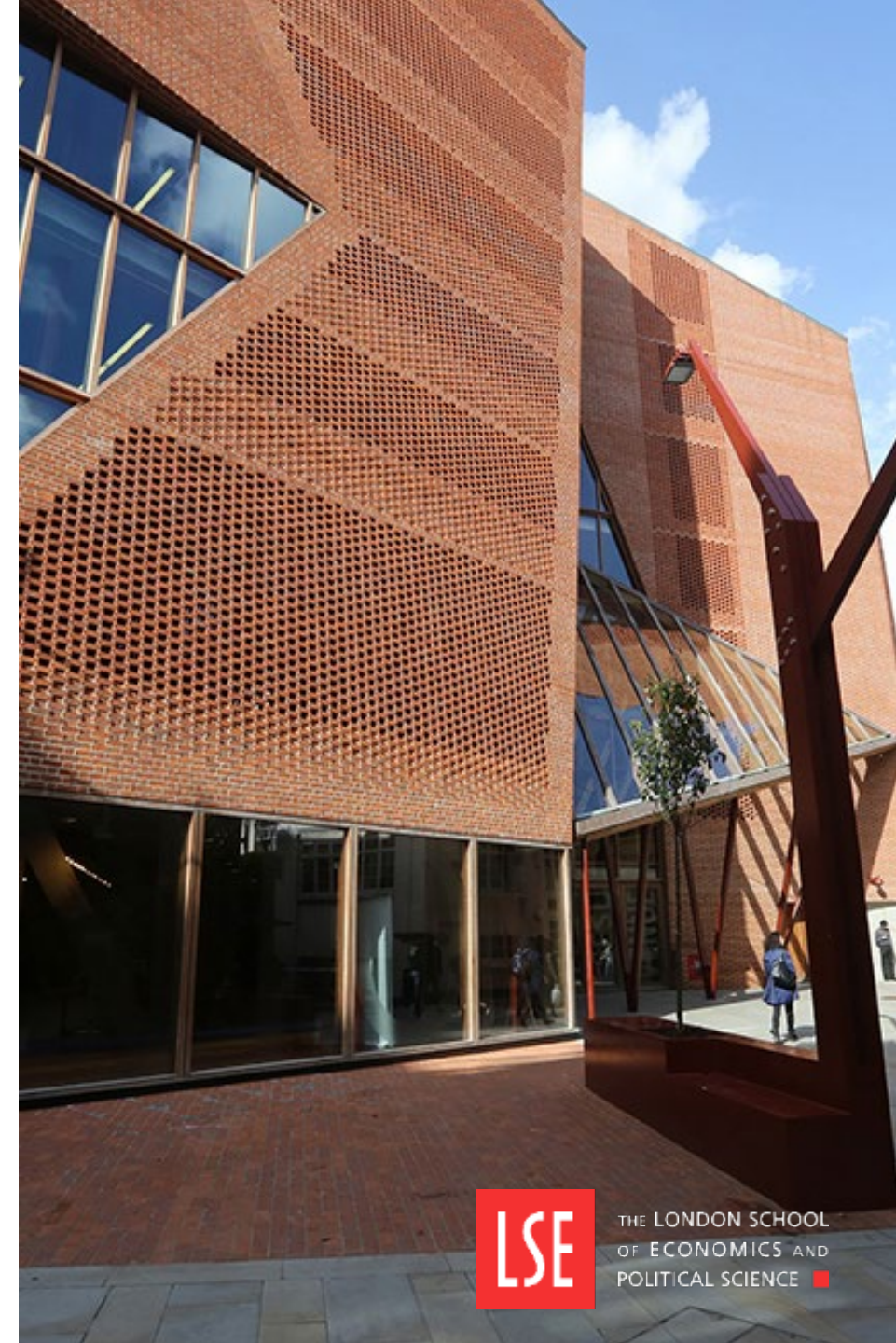
Introduction to the programme

The LSE Graduate Internship scheme was established in 2009 to provide recent graduates of LSE with fixed-term paid employment, working on project-based initiatives across the school.

Graduates are given the opportunity to develop various technical and soft skills to enhance their employability and further prepare them for their future career.

Opportunities are open to all graduates within the last 2 years, and students graduating this year – subject to completing all course requirements and being available for the internship start date.

Due to the reallocation of funding, we are currently only accepting applications for self-funded roles.



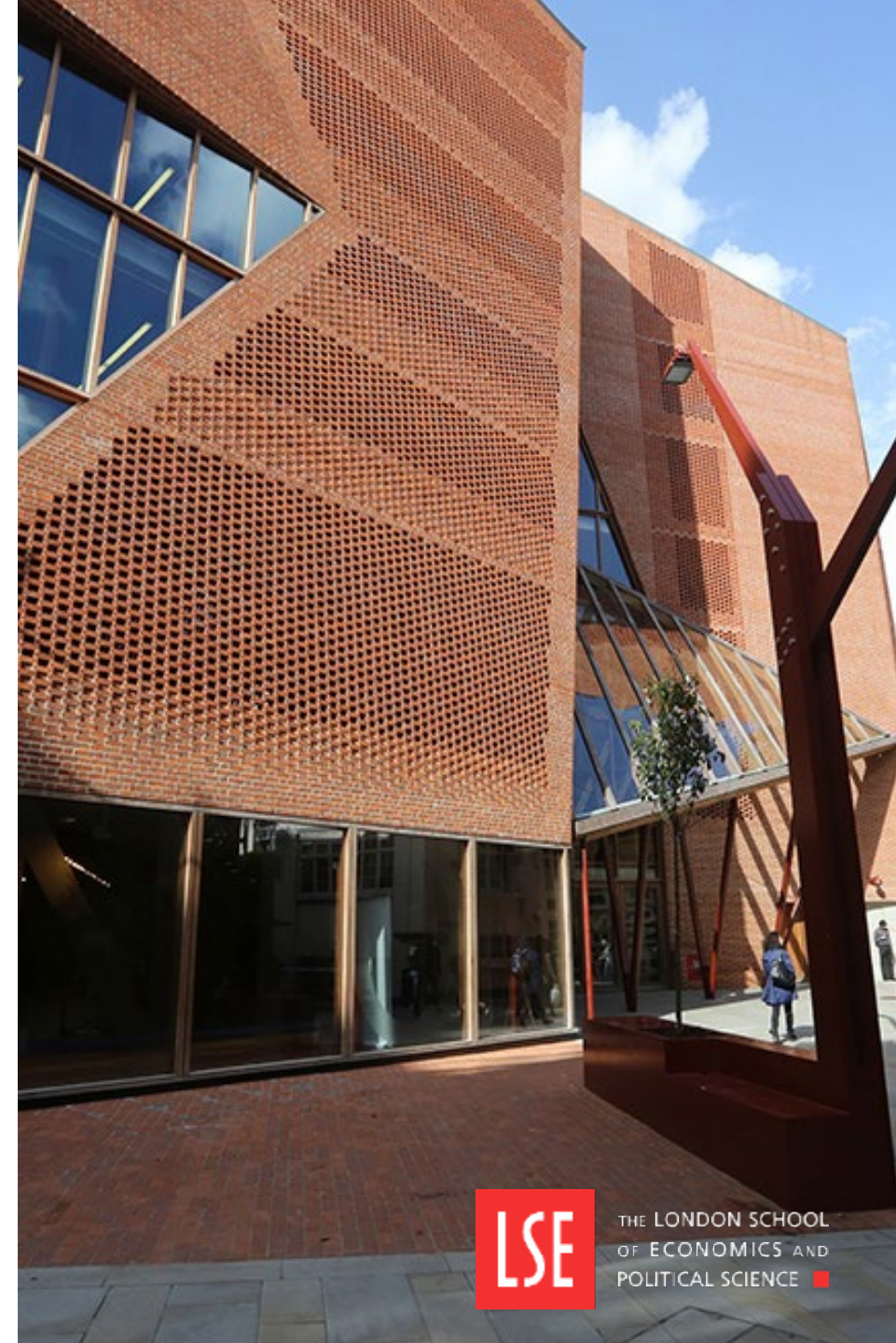
What We Look For

What do we look for when approving internships?

- Does the internship provide an interesting opportunity to develop technical and soft skills?
- Is the role project based and not simply there to fulfil an on-going requirement i.e. an Admin support role?
- Does the role meet, and not exceed the requirements of a Band 4 post?
- Will the post contribute positively to the School's strategic aims?
- Has the recruiting department clearly articulated the development outcomes for the graduate?
- Are there considered commitments to the training and development opportunities of the intern?

The role

- The opportunity must be in keeping with the above criteria in order to be approved for the scheme
- The opportunity will ideally be project-based and should not be filling an on-going staffing need, such as an Administration role
- Where possible, there should be a clear consideration for how the role will support with improving the student experience
- The opportunity will have clear structure with training and development opportunities in place
- The opportunity should contribute positively to the School's strategic aims
- The opportunity should be unique and well thought out before being brought to LSE Careers



Timelines

When can you hire an LSE Graduate intern?

Applications are open and you can hire throughout the year. Where possible, we recommend you allow a 6-8 week lead time.

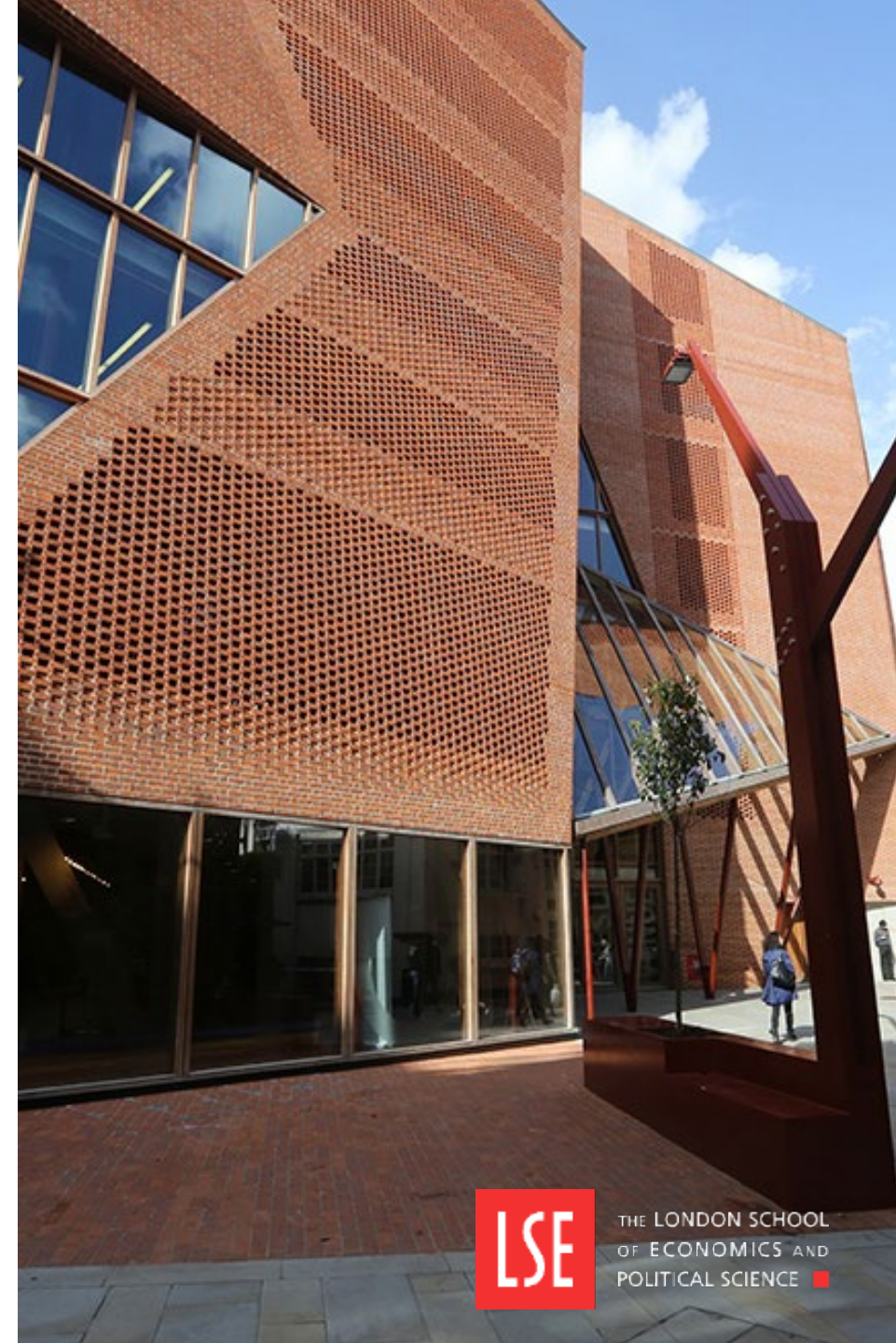
How long are contracts funded for and when can my intern start?

Funding can be requested for opportunities of up to 12 months and can start any time.

How do I apply?

Once you've written your [job specification](#) and [person specification](#) you will need to complete a [Graduate Intern Request Form](#) on CareerHub.

Submit a completed form and we'll inform you if your application has been approved within 5 working days.



What Happens Once You've Submitted Your Application

What next?

If your application is approved, we'll be in touch with detailed instructions on what to do next.

More questions?

If you have further questions, please email careers.employers@lse.ac.uk

