**Guidelines:** The purpose of this placement role specification is to allow students to engage in a full recruitment life cycle. This document is also useful in terms of meeting academic learning outcomes.Please add all relevant details relating to your placement opportunity. Thank you for your cooperation.

**Role Specification for Work Placement **

|  |  |
| --- | --- |
| **Placement Organisation Name** (incl. website & logo) |  Logo optional |
| **Location Address / Placement Base** | Company AddressRemote ⧠ Onsite ⧠ Both ⧠ |
| **Contact Person & Title***(phone/email)* |  |
| **Department** |  |
| **Preferred Programme of Study** *(if known)* |  |
| **Placement Position Title****# of Roles** |  |
| **Reports to:** |  |
| **Role Overview:** |  |
| **Main Duties:** |  |
| **Desirable Skills/ Experience:** |  |
| **Desirable Attributes/ Personality Traits:** |  |
| **Hours of Work** | * **Full Working Week 35-40 hours** ⧠
* **Reduced hours – 3day/24hrs min** ⧠
* **Other** ⧠

 **Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Payment (please detail)-** | * **Full Wage (entry point)** ⧠
* **Training Wage** ⧠
* **Expenses Only** ⧠
* **Other** ⧠
 |
| **Access to Own Transport-** | * Yes ⧠
* No ⧠
* Preferable ⧠ Yes (not a necessity)
 |
| Please outline **any other comments / considerations**  |  |

**Placement Office, Dundalk IT Website:** [**www.dkit.ie/placement**](http://www.dkit.ie/placement)

**Joyce O’Hara Email:** **joyce.ohara@dkit.ie** **Phone: 042 9370225**