**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 Address  Remote ⧠ 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**](mailto:joyce.ohara@dkit.ie) **Phone: 042 9370225**