Bath Insights Internship – Digital & GenAI Skills Hub Development

Department: Digital and Academic Skills (DAS) Team, Skills Centre
Theme: Other

About the role:

The DAS team in the Skills Centre is expecting to host a central Digital and Gen AI Skills Hub for students in AY 26-27. This hub will be managed by the Digital Projects Manager, but all content will be curated by student co-creators working with digital ambassadors from faculties and SoM. The Hub will focus on digital and GenAI skills for academic, professional, and lifelong learning needs.

You will be tasked with the design and creation of the hub (nominally to be hosted in SharePoint). This design will be based on analysis of data and suggestions collected by the DAS team from student groups and discussions with academic and professional services between March and June. You will work closely with the Digital Projects Manager to ensure the final design and initial content of the hub is aligned to student need.

The hub will need to be constructed for piloting (with PGT students) by late August and ready for launch in late September. You should have an interest in digital and Gen AI skills but no digital expertise nor prior knowledge of working with SharePoint are required as these will be developed on the job. The development of the hub will require close collaboration with the DAS team; therefore an understanding of communication skills, multimodality, and collaborative development would be beneficial.

Nominal timeline:

- Weeks 1-3: Team meetings, briefing, training and analysis of existing data for planning construction of the hub
- Weeks 3-6: Hub construction and testing
- Week 7: Pilot of the hub
- Week 8: Presentation of the hub to DAS team

What you'll do:

- Analyse data and suggestions collected from student groups and staff to inform the hub's design
- Work closely with the Digital Project Manager to ensure the hub meets student needs
- Build and structure the hub (nominally hosted in SharePoint) and populate it with initial content

- Test the hub and support a pilot phase with PGT students
- Present the completed hub to the DAS team at the end of the internship

Why this matters:

Your work will help create a central resource for developing digital and GenAI skills, supporting students' academic success and future employability.

Skills you'll develop:

- Digital design and content creation
- Collaboration and communication in a professional setting
- Project planning and adaptability
- Leadership and creative problem-solving

Ideal for students who:

- are interested in digital skills and emerging technologies
- enjoy creative and collaborative projects
- want to gain experience in designing and delivering impactful resources

You will leave this project with improved digital, communication and leadership skills. As with any digital and developmental projects, the intern is likely to have developed good adaptability and resilience skills too. This is a good opportunity to demonstrate creativity, the ability to work in a team and professionalism.