



MARINE INSTITUTE SUMMER BURSARY PROGRAMME 2026

The Marine Institute is delighted to launch its **2026 Summer Bursary Programme**. This is a scheme aimed at undergraduates of Universities, Technological Universities, and National Institutes for Higher Education. The Bursary programme is strictly limited to **undergraduates** who will have completed at least 2 years' study in a relevant discipline by the start of the scheme.

Successful candidates will work with full time Marine Institute staff in programme areas including Marine and Freshwater Fisheries, Oceanography, Machine Learning/AI, Marine Chemistry, Molecular Biology, Marine Spatial Planning, Remote Sensing, Web Development, marine socioeconomics and corporate services. The bursaries are mainly based at our facilities in Oranmore, Co. Galway and Newport, Co. Mayo, with one based in Dungarvan, Co. Waterford.

Each bursary position is valued at €495.25 per week and will last between 8-12 weeks depending on the bursary on offer and suitable funding. Bursaries are subject to tax and PRSI.

Details of the bursaries on offer for 2026 are outlined below.

TO APPLY FOR ONE OF THE POSITIONS HERE'S WHAT YOU NEED TO DO:

Check out the List of Bursaries on offer for 2026 (see below)

Select the TWO Bursaries that interest you most in order of preference.

Complete the [Online Application Form](#) with all the required details.

Application Deadline is 1600 Friday 27th February 2026

PLEASE NOTE LATE APPLICATIONS WILL NOT BE ACCEPTED

- Students will receive email acknowledgement on receipt of the application form.
- All applications will be reviewed and short-listed using the same method and criteria.
- Short-listed applicants will be contacted by email with an interview date and time.
- Students will confirm their interview attendance via email.
- Interviews will be held online in March and April 2026.

For enquiries on the 2026 Bursary Programme please

contact: bursarapplications@marine.ie

1. Salmon Scale and Genetic Tissue Sampling (1)

Bursary Description:

Growth marks and genetic material of fish scales can be used to reconstruct how fish populations have responded to environmental change over multi-decadal timescales. The Marine Institute's Newport field station holds scale collections including over 40,000 salmon scale samples, with some collections dating back to the 1920's.

The salmon sampling bursary student will be responsible for cataloguing fish scale samples into a structured dataset and digitizing hundreds of scales. Will also be responsible for processing and extracting DNA from tissue samples of salmon and sea trout.

In addition to the desk-based responsibilities, the bursary will also have the opportunity to participate in data and sample collection of live salmonids and eels during daily trap operations.

The main tasks are as follows:

Scales

- Inventory, prepare and digitize fish scales.
- Image scales using an Olympus compound microscope and Image pro plus software (training will be provided).
- Enter and verify sample metadata into database

Genetics

- Genetic lab work will be under clean room conditions, with full PPE
- Inventory and catalogue the tissue samples collected
- Using automated platforms (e.g. centrifuge, QIAcube HT), from tissue handling and enzymatic lysis through to purified DNA suitable for downstream molecular analyses
- adhering to SOPs, health and safety requirements, instrument maintenance routines, and quality assurance standards

Requirements:

- Interest in aquatic ecology, evolutionary biology or fishing
- Experience with Excel and other IT, such as photography or image processing
- Interest in laboratory work, e.g. sample processing, centrifuge, DNA extraction techniques
- Self-management
- Methodical work with strong attention to detail
- Experience with light microscopy would be of benefit
- Own transport would be desirable due to the remote location of the laboratory

Location & Duration:

The student will be based in the **Marine Institute Newport** and the duration of the bursary will be **12** weeks.

2. Fish Rearing (1)

Bursary Description:

The bursar will assist with all aspects of aquaculture research currently being undertaken in the salmonid research unit. Hatchery duties will be based around associated fish husbandry procedures such as fish welfare, feeding, hygiene, mortality checks, fish grading, fish harvesting and data processing. The student will gain experience in working with both Flow Through and RAS (Recirculating Aquaculture System) production.

Requirements:

- A good knowledge of the life cycle of the Atlantic salmon.
- Prepared to work outdoors in all weathers.
- Some laboratory experience/training
- Boat Handling skills would be beneficial for this role

Location & Duration:

The student will be based in the **Marine Institute Newport Co Mayo** and the duration of the bursary will be **12** weeks.

3. Salmon and Eel Fish Stock Census (2)

Bursary Description:

Two students are required to assist in daily monitoring of the fish trapping installations including counting and sampling salmon, sea trout and eel as part of a team. Fish Trap Census is one of the core research programmes undertaken in MI-Newport and the Salmon Ranching Programme is an integral part of the Census work. They will be involved with this bursary will, while working as part of a team, assist with monitoring fish movements, taking measurements, fish scale samples, tagging & releasing salmon & trout and will be involved with sampling returned ranch salmon for tags and other associated lab work (such as digitising fish scales).

The students will also be involved in a number of areas of the Burrishoole eel programme; assisting with netting surveys on the lakes in Burrishoole, data collection in the field surveys and fish traps and also with the laboratory sampling of eels. The bursary will involve a combination of field, laboratory and office duties. Data entry and data preparation for upload into a new database will also be a component of the work. Eels are a common fish coming under increasing conservation pressure to protect the declining stocks. The Irish Eel Management Plans submitted to the EU in Jan 2009 have established various strict management measures. Monitoring the implementation of these measures along with surveys to assess the current status of the stock are components of the eel Management Plans.

Overall, the traps work will include daily working in the fish traps (salmon, eels, trout) on the two rivers, some initial data processing, dissection and retrieval of tags from ranch salmon, preparation of scale samples for age analysis. Data entry and data preparation for upload into a new database will also be a component of the work.

For the eels, the routine will be to monitor daily the elver trap, and to assist in the fyke net survey of each of four lakes in Newport, taking about 10 days in the field. There will be data entry and some dissections and sample preparation.

Both students may be required to provide support to other catchment activities on an impromptu basis and in the event of prolonged drought and lack of fish for monitoring, a contingency programme of work involving fish age determination and digitisation of scales or otoliths will be in place.

Requirements:

- Physically fit/ happy to work outdoors, in local lake boats and in the lab
- Good computer skills with working knowledge of MS Excel and Word.
- Flexible and willing to work shifts and/or balance time worked with time off.
- Own transport would be desirable due to the remote location of the laboratory

Location & Duration:

The student will be based in the **Marine Institute Newport Co Mayo** and the duration of the bursary will be **12 weeks**.

4. Ecological Monitoring in Burrishoole (1)

Bursary Description:

One student is required to work with the Burrishoole catchment team on ecological monitoring. They will assist with fisheries surveys (electrofishing and lake beach seine), water sampling (rivers and lakes), chemical analyses, macroinvertebrate identification, environmental sensor downloads, bird and habitat mapping. The work will include periods at a microscope as well as full days outside on fieldwork. There may also be some data entry tasks if weather excludes fieldwork.

Requirements:

- Goal-orientated, flexible, willing to play a team role, able to work by themselves.
- Happy to work outside as well as in the lab.
- Invertebrate taxonomy experience would be beneficial

Location & Duration:

The student will be based in the **Marine Institute Newport Co Mayo** and the duration of the bursary will be **12 weeks**.

5. Shellfish and Environment Bursar (1)

Bursary Description:

One student is required to assist the Shellfish and Environment Team with data entry and management. The bursar will primarily assist the team with the following work:

1. Shellfish data input and upload to SQL database.
2. Develop a visual report using an excel dashboard to allow easy visualisation of the shellfish data being stored in the database.
3. Assist with the annotation of lobster and crab images for input to a Machine Learning model and digitise observer ground-truth data.
4. Lab work monitoring oysters. Helping the team measure and dissect oysters as part of ongoing oyster restoration projects.
5. Scan older Shellfish data and catalogue the data to be archived offsite.

Working conditions: the bursary will be desk based most of the time and will be expected to be onsite at the Marine Institute in Oranmore during regular working hours. On occasion work will be undertaken in a Marine Institute laboratory. The bursar will generally work as part of the Shellfish and Environment team and will have contact with the team each day.

Requirements:

- Experience working with Microsoft Excel and Word are essential.
- Familiarity with databases would be an advantage.
- Some knowledge of Excel dashboards and Machine Learning models would be helpful.

Location & Duration:

The student will be based in the **Marine Institute Oranmore**, and the duration of the bursary will be **8** weeks.

6. Fisheries Sampling and Data (2)

Bursary Description:

Two bursary students are needed to assist Fisheries analysts at the Marine Institute (MI) headquarters in Oranmore. They will support demersal, inshore, and Nephrops sampling from multiple programs in the Oranmore laboratories. Their responsibilities include gathering biological data—such as length, weight, sex, maturity—and removing otoliths for age determination.

Through this role, the students will gain experience in biological sampling, electronic data capture, data entry, data validation, and archival of historical otoliths. Depending on work requirements, there may also be opportunities to support MI sampling programs at satellite locations around the country.

Comprehensive training will be provided for all laboratory procedures and sampling techniques required for this position.

Requirements:

- Experience in biological sampling and handling fish/shellfish
- Fish identification skills
- Data entry experience
- Outgoing and good communicator
- Knowledge of fishing industry
- Flexible
- Ability to work independently at times

Location & Duration:

The Bursars will be based in the **Marine Institute Oranmore**, and the duration of the bursaries will be **8** weeks.

7. Marine Chemistry – Management of pCO₂ Data from Ship Surveys (1)

Bursary Description:

Approximately a quarter of atmospheric carbon dioxide (CO₂) emissions is absorbed by the oceans. Surface ocean pCO₂ (dissolved carbon dioxide) is measured semi-autonomously from a system on board the Celtic Explorer. As an additional quality check on our pCO₂ measurements reported to ICOS (Integrated Carbon Observing System), we need to look at additional

parameters, such as dissolved inorganic carbon (DIC) from simultaneous water samples. pCO₂ can be calculated from lab measured DIC using additional parameters such as temperature, salinity and nutrients. As a starting point, the student would compare existing results from our Rockall Ocean Climate surveys since 2017 with existing pCO₂ files. This would involve: · DIC data extraction from Chemistry database · Calculation of pCO₂ from DIC using CO2SYS, SeaCarb or other similar app. · pCO₂ data extraction from ERDDAP · Selection of relevant pCO₂ data using timestamp for DIC · Data analysis of both sets of pCO₂ data. · Completion of a short report on methods, outcomes and recommendations.

Requirements:

- Aptitude for data management
- Competency in MS Office – particularly Excel
- Some knowledge of coding (e.g. R, Matlab, Jupyter Notebook, SQL) may be useful.
- An understanding of elementary marine biogeochemistry/chemical oceanography would be helpful for data QA.

Location & Duration:

The Bursar will be based in the **Marine Institute Oranmore**, and the duration of the bursary will be **10** weeks.

8. Fish Health Unit Molecular Research Assistant (1)

Bursary Description:

This project is based in the Fish Health Unit (FHU) at the Marine Institute in Oranmore. You will work alongside the FHU team to learn about all aspects of aquatic animal health with an emphasis on molecular biology. You will also gain valuable hands-on experience in an active ISO17025 accredited working laboratory. This work placement provides hands-on experience in a molecular diagnostics laboratory focused on detecting viral pathogens in farmed Atlantic salmon. Your work will primarily involve assisting the FHU Scientific Technical Officer in development of digital PCR technologies at the FHU. The role will involve manual RNA extractions from fish tissue and gill swabs, RNA quantification, maintaining accurate sample records and data compilation. This role includes learning and following standard molecular laboratory procedures, using equipment such as pipettes, centrifuges, nanodrops, digital PCR instruments and all associated data management requirements. You will gain insight into how extracted RNA is used in real-time PCR and droplet digital PCR (ddPCR) assays for viral detection, and how these methods contribute to fish disease monitoring programs. There will also be opportunities to assist in laboratory post-mortem analysis, sample dissection and preparation of finfish and shellfish specimens for downstream diagnostics.

Techniques used will include:

Dissection of aquatic animal samples in the lab.
RNA extractions.
cDNA synthesis.
Preparation molecular reagents as required.
PCR (real-time and droplet digital).
Data compilation and analysis.

Requirements:

- Interest in molecular biology work.
- Ability to work safely in a laboratory, including sterile environments (Good Laboratory Practice).
- Awareness of cross-contamination risks.
- Experience using molecular lab equipment (e.g., pipettes, PCR machines, nanodrops).
- Willingness to carry out and follow Standard Operating Procedures (SOP) including verifications and cleaning/sterilising.
- Confidence to work independently after training.
- Strong attention to detail.
- Enthusiastic with strong work ethic.
- Confidence using Microsoft tools and communication technologies.

Location & Duration:

The Bursar will be based in the **Marine Institute Oranmore**, and the duration of the bursary will be **12** weeks

9. Oyster and environment bursary, Dungarvan, Co. Waterford (1)

Bursary Description:

In order to investigate recent mortalities in oysters at various life stages, a bursar is required to:

- Collect new environmental data from Dungarvan Bay, Co. Waterford including physical, chemical and biological samples for further laboratory testing.
- Review existing data available from Dungarvan to help establish causes of mortality.
- Work with industry partners in the field to record condition of oysters over summer 2026 and report results to MI database.
- Work with scientists in the Marine Institute and BIM to better understand the underlying causes of oyster mortality and possible mitigation options.

Requirements:

- Some experience of data collection in the field using probes or instruments.
- Marine sampling experience or training through college e.g. bottle samples, biota samples.
- Good basic data treatment and analysis skills e.g. Excel analysis and/or coding experience.
- Experience dealing with stakeholders/customers in a pressurised environment.
- Good communication skills, verbal and written.
- Collaborative team member.
- Science or marine science undergraduate experience.

Location & Duration:

The Bursar will be based in **Dungarvan Co. Waterford**, and the duration of the bursary will be **12 weeks**.

10. Phytoplankton diversity & AI imaging

Bursary Description:

Are you interested in marine biology, phytoplankton research, and AI-assisted image analysis? Our Phytoplankton Laboratory is offering a bursary for motivated students to gain hands-on experience with laboratory work, data analysis and the Imaging FlowCytobot (IFCB) system.

1. IFCB and Image Library Work (70% of the time)
 - Validate and curate the IFCB image library, performing taxonomical identification at order/genus level.
 - Assist in building and maintaining an Artificial Intelligence (AI) algorithm library for image classification.
 - Spend focused time at the computer performing careful image validation and annotation.

2. Phytoplankton Laboratory Routine (20% of the time)
 - Perform daily laboratory maintenance tasks and ensure proper organization.
 - Prepare equipment and samples for the National Monitoring Program (NMP).
 - Maintain live phytoplankton cultures under optimal condition.
 - Assist in general sample preparation and organization of lab materials.

3. Data Management & Documentation (10% of the time)
 - Record and organize observations from laboratory and IFCB work.
 - Ensure proper labelling, storage, and documentation of samples and images.
 - Maintain a clean, organized, and safe laboratory environment.

Requirements:

1. Educational Background
 - Currently enrolled in or recently graduated from Marine Science, Marine Biology, Environmental Science, Microbiology, or related programs.
 - Familiarity with plankton ecology or basic microbiology is a plus.

2. Competencies
 - Ability to work independently without constant supervision is **essential**.
 - Strong attention to detail, especially for image validation and taxonomical identification
 - Basic laboratory skills, including handling samples, using microscopes, and following protocols.
 - Computer proficiency, including spreadsheets and image handling software.
 - Strong organizational skills and proper documentation practices.

- Ability to collaborate effectively as part of a team when needed.
3. Special Requirements
- Interest in phytoplankton research and marine ecology.
 - Willingness to spend time at the computer validating images.
 - Punctuality, reliability, and responsibility.
 - Patience and precision for repetitive tasks such as image classification.
 - Basic knowledge of phytoplankton groups is advantageous.
 - Familiarity with image annotation or AI-assisted classification tools is valued.

Location & Duration:

The Bursar will be based in the **Marine Institute Oranmore** for a duration of **10** weeks.

11. Marine Spatial Planning Data Reporting and Communication (1)

Bursary Description:

Marine spatial planning (MSP) is a process that brings together multiple users of the ocean to make informed and coordinated decisions about how to use marine resources sustainably.

<https://marineplan.ie/>

The bursar will work with the Marine Institute MSP team, which provides evidence to the Irish government that supports marine planning.

This bursary focuses on the reporting and communication of Marine Spatial Planning (MSP) data, such as marine activities and environmental data. The bursar will work with this data to create communication products, such as story maps and dashboards. They will develop materials that make information clear, accessible, and engaging for a wide audience.

This is intended to improve stakeholder engagement and support sustainable marine resource management.

The Bursar will also support MSP data operations and gain experience in data management and maintenance practices.

The project will primarily be office-based, with potential travel for outreach events.

Requirements:

- GIS & Data Visualisation Skills
- Ability to communicate scientific information
- Knowledge of the Marine and/or Spatial Planning

Location & Duration:

The Bursar will be based in the **Marine Institute Oranmore** for a duration of **10** weeks.

12. Oceanographic Data Stewardship (1)

Bursary Description:

The bursar will gain training and familiarisation with a number of oceanographic datasets hosted by the Marine Institute from an array of platforms, such as offshore research vessels, data buoys, landers and fixed coastal installations. They will be involved with archiving, quality control and analysing these data to elaborate trends. With training, the bursar will implement (and potentially develop) code for routine and systematic analysis of oceanographic data and to conduct quality assurance checks in line with the Institute's Quality management framework. Hands on experience will be gained in the setup, use and data retrieval from a selection of oceanographic instruments.

Requirements:

- An interest in oceanography (deep, shelf and/or coastal waters)
- Knowledge of computer programming and data processing (e.g. MatLab, Python)
- Good problem-solving skills
- Good organisational skills and an understanding of computer directories, networks and databasing
- Enjoys working in a team environment and able to work independently

Location & Duration:

The Bursar will be based in the **Marine Institute Oranmore**, and the duration of the bursary will be 8 weeks (With possible extension to 12 weeks)

13. Developing a Remote Sensing Aquaculture Footprint Product (1)

Bursary Description:

This bursary will consist of supporting a team in developing a high-resolution Remote Sensing data product to improve the aquaculture site footprint calculations for Ireland.

Main aim:

Develop a satellite derived product to identify aquaculture features which will greatly improve the aquaculture site footprint calculations in Irish coastal waters.

The bursary student will support the team to create GIS Shape files using high resolution satellite data sources.

Expected Output:

Bespoke GIS shape file layers ready for multipurpose use to

- (a) Visualise the potential future impacts of climate change (e.g. Marine Heat Waves) at aquaculture sites of importance to the Marine Institute EMFAF Climate projects (Marine Knowledge Scheme) - climate impacts in coastal and marine waters programme
- (b) Assist MSFD Descriptor 6 reporting
- (c) Enhance existing GIS tools (MSP and AQUAMIS) for end users

What the bursar would be doing:

Providing support on this project covering a range of tasks, e.g., research, data download, data processing, development of GIS shape files etc.

Requirements:

- Knowledge of computer programming and data processing (e.g. Python, R, Matlab)
- Suitable for students from multiple degree backgrounds e.g, Computer science, Mathematics & Statistics, Engineering, general science, geography, marine science, environmental science.
- Good problem-solving skills
- Experience with GIS
- Enjoys working in a team environment and able to work independently
- An interest in all or some: the marine environment, remote sensing, aquaculture and data management

Location & Duration:

The Bursar will be based in the Marine Institute Oranmore, and the duration of the bursary will be 8 weeks with possibility of extension.

14. Visual census performance for marine ecological monitoring. (1)

Bursary Description:

The bursar will analyse videos from the SmartBay observatory (www.smartbay.ie) with the help of automated species detection algorithms, labelling, where necessary, relevant biological content (i.e., marine species visible by human eye) giving them a class (i.e., the taxonomical name at the lowest level possible). Additional labelling will be carried out with the online tool CVAT and will be aligned to ongoing monitoring efforts carried out by eDNA.

The bursar also could be involved in the training of a YOLO model using an already existing JupiterLab environment, evaluating its performance.

The labelled data will be transformed into time-series of counts to perform waveform and time-series analysis to study the different species' behaviour.

Furthermore, video analyses results will be compared to species lists obtained from previously created databases and previous studies. Video data will also be corroborated through the integration of eDNA data *via* Venn Diagram visualization of detected species by each method, where available. The work will be mainly desk based, and there will be the possibility to participate in eDNA sampling (if the bursar is in possession of an up-to-date Sea Survival certificate), as well as the opportunity of visiting the SmartBay observatory site.

Requirements:

- Basic knowledge of python and R.
- Basic knowledge of megafaunal species in Galway Bay.
- Basic knowledge in working in a shared environment as JupiterLab.
- Gaining basic skills in machine learning environments.

Location & Duration:

The Bursar will be based in the **Marine Institute Oranmore**, and the duration of the bursary will be **12** weeks.

15.Data Management Quality Management Framework Support (1)

Bursary Description:

Support the ongoing implementation of the Marine Institute's Data Management Quality Management Framework (DM-QMF). The DM-QMF, accredited by the International Oceanographic Data and Information Exchange (IODE), is a structured framework designed to ensure high-quality, standardised, and transparent data management practices across marine scientific domains.

The successful candidate will work closely with scientific personnel across various marine disciplines, providing support for engagement, the creation of documentation, and the standardisation of data management processes. This role is an excellent opportunity to gain hands-on experience in marine data management while contributing to the enhancement of Ireland's marine infrastructure.

Requirements:

Ability to effectively engage with people from various disciplines.

Capability to assist in creating, reviewing, and standardising documentation to ensure high-quality outputs.

Basic familiarity with data management concepts, an interest in marine science, and a willingness to learn and apply knowledge in a practical setting.

Location & Duration:

The Bursar will be based in the **Marine Institute Oranmore**, and the duration of the bursary will be **12** weeks.

16.Marine Databuoy Instrumentation (1)

Bursary Description:

The goal of the project will be to measure the water level inside the central spar of a weather buoy and integrate this with the buoys data acquisition system. This will involve some programming, electronics and working with low voltage sensors.

The role will have the above main project component but will also include light duties such as assisting with weather buoy maintenance and other projects as needed, with the possibility of some days in the field at data buoy sites offshore.

Requirements:

- Programming experience such as Python, Matlab, R, C etc.
- Working with sensors, electronics & low voltage system debugging

- Ability to communicate, work with a team and have initiative to progress project goals
- An interest in environmental monitoring systems

Location & Duration:

The Bursar will be based in the **Marine Institute Oranmore**, and the duration of the bursary will be **10** weeks.

17. Marine Research Investments and Ireland's Ocean Economy (2)

Bursary Description:

Two bursars will work within the Marine Institute's Policy, Innovation and Research Services (PIRS) service area.

PIRS provides a range of services, promotional and coordination activities linked to Marine Institute, national and international research and innovation across several programme areas, including:

- Competitive Marine Research Funding Programme
- Research & Innovation Coordination, Policy and Strategy (national and international)
- Policy Support and Socio-economics, Data and Evidence Programme

The bursars will support two areas: the **Policy Support function** and the **Marine Socioeconomics Programme**. Their work will be primarily desk based and focused on data collection, cleaning, analysis, and spatial mapping to inform national marine research, innovation, and socioeconomic policy.

This work includes gathering new marine research investment data, with a particular focus on spatial data, analysing trends, and producing maps and other visual outputs. As part of this work, the bursar(s) will carry out a pilot project to map the locations of marine research activity linked to marine research investments in Ireland, using and building on data within the [National Marine Research Database](#).

Within the Marine Socioeconomics Programme, the bursar(s) will assist with the annual [Ireland's Ocean Economy](#) report. They will collect, analyse and present data on ocean economy industries and marine activities, and analyse spatial patterns in marine industries (e.g., the Cruise Tourism industry).

Requirements:

- Proficiency in Microsoft Office, especially Microsoft Excel
- Ability to analyse large datasets
- Experience or knowledge of GIS and data-analysis software (e.g., ArcGIS, QGIS, ESRI Dashboard, RStudio, Stata)
- An interest in economics, social science, sustainable development, or marine ecosystems
- Strong organisational skills and attention to detail
- Ability to produce clear, accurate and well-organised written reports

Location & Duration:

The Bursar will be based in the **Marine Institute Oranmore**, and the duration of the bursary will be **8** weeks with the possibility of an extension

18. Website Development Bursar (1)

Bursary Description:

The Communications and IS&D teams are looking for a Website Development Bursar with an interest in website development for science communications. The website development team are building a new marine.ie website, incorporating 3 standalone websites. During Summer 2026 a Minimal Viable Product (MVP) will be developed and the Bursar will work with the Project team and external agency in this regard in particular, along with content development, testing etc. If you have an interest in science communication, web development or a bit of both we'd love to have you join us on this exciting journey.

Requirements:

The successful bursar will have an interest in and skills in one or more of the following areas

- Website development
- Online Communications
- CMS – Wordpress in particular
- Software testing
- Content development
- Analytics

Location & Duration:

The Bursar will be based in the **Marine Institute Oranmore**, and the duration of the bursary will be **8 weeks** (July 6th start date)

19. Human Resources Project and Systems Supports (1)

Bursary Description:

This bursary will provide a student with the opportunity to work within the Human Resources Office of a public-sector organisation for a 12-week period, supporting a range of digital, data, internal communications, and process-improvement projects.

The bursar will work closely with the HR team on desk-based projects focused on improving how HR data is structured, maintained and used, and on supporting the development of already established digital tools and platforms used across the organisation.

This bursary is particularly suited to a student with a strong interest in data, digital systems, automation, information management, or communications, and an interest in understanding how these skills are applied in a Human Resources and organisational context.

Under supervision and with training and support, the bursar will assist with:

- Supporting HR digital transformation projects, including:
 - Reviewing and improving HR data quality.

- Data cleansing and validation across existing HR datasets.
- Assisting with automation initiatives, such as:
 - Streamlining manual HR processes
 - Supporting basic automation of reports, workflows or forms.
- Assisting with the development and maintenance of SharePoint sites, including:
 - Structuring content and document libraries.
 - Improving usability and navigation.
- Supporting data analysis and reporting activities, including:
 - Preparing datasets for analysis
 - Assisting with dashboards or summary reports (e.g. Excel, Power BI or similar tools)
- Documenting processes, data definitions and user guidance to support ongoing HR operations.
- Carrying out other related desk-based administrative or analytical tasks as required to support HR projects.
- Assist with the drafting and circulation of enhanced communications materials, including
 - Creating, circulating, and collecting information using Microsoft Forms and SharePoint to support HR processes and organisational communication.
 - Manage broadcasting of employee announcements and promote events and staff supports.
 - Communicating updates relating to HR policies e.g. Sick leave etc and Circulars through SharePoint and All Hands email channel.
 - Updating SharePoint with guidance to staff on booking medicals, sick leave, Non-MI access to our systems etc.

Requirements:

- An interest in Human Resources / Management Information Systems / Digitisation / AI / Communications.
- Strong IT skills – in particular MS Office suite – Word, Excel, Outlook, PowerPoint, MS Teams, and some experience with SharePoint.
- Comfortable communicating with people in person, via telephone and email.
- Ability to complete research into a topic and to prepare a report or paper on the findings.
- Ability to work as part of a team and to progress work independently.
- Good attention to detail.

Location & Duration:

The Bursar will be based in the **Marine Institute Oranmore**, and the duration of the bursary will be **12** weeks.

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