



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Campus Internship: UK Mathematics Trust, Faculty of Engineering & Physical Sciences



Salary: Grade 3 (£17,079 - £18,688 p.a.)

Reference: EPSMA1018

Closing date: 07 April 2020

Fixed-term for 8 weeks

We will consider flexible working arrangements

Summer Internship

UK Mathematics Trust, School of Mathematics, Faculty of Mathematics and Physical Sciences

Are you passionate about mathematics education? Do you have experience of using LaTeX? Do you have excellent attention to detail?

We are seeking a Summer Intern who has the ability to work well in a small team and has excellent attention to detail, to produce our annual Yearbook in a timely manner.

This Yearbook will document all the work of the UK Mathematics Trust from 1 August 2019 to 31 July 2020. A Yearbook has been produced annually since 1998, and usually contains around 250-300 pages. It is sent free of charge to around 5000 schools and volunteers participating in our activities, and is sold on our website, and provides a valuable resource to help advance the education of young people in mathematics.

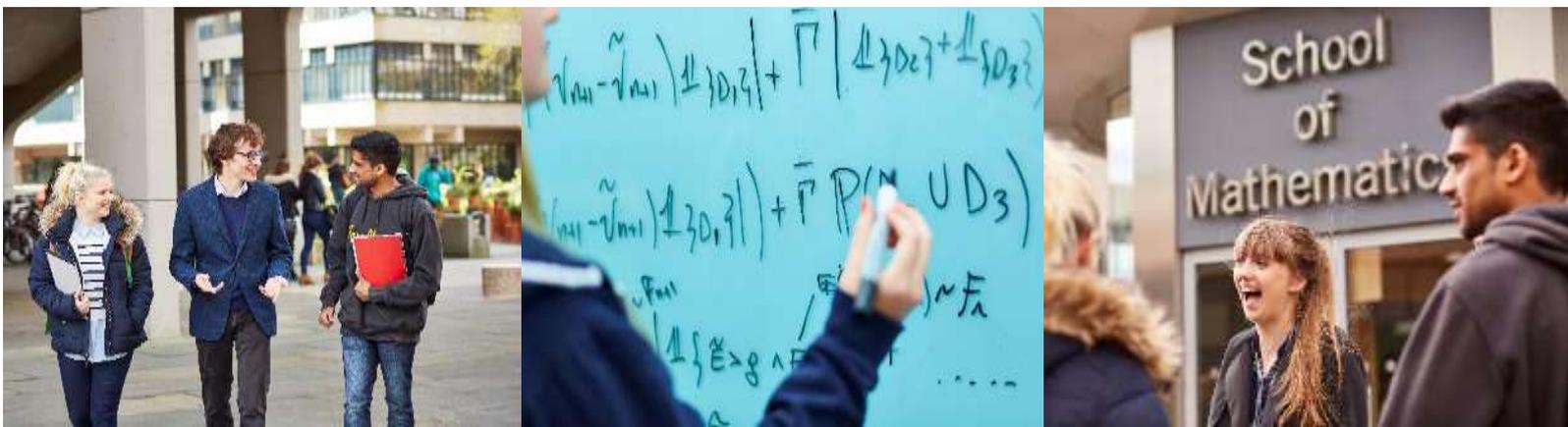
Your work will ensure the book is sent to schools far earlier in the new academic year than usual (October rather than March), so the 700,000+ students participating in our activities will have immediate access to recent previous material. Currently, the Yearbook does not reach schools until the final term of the year.

You will be a current undergraduate student registered at the University of Leeds for academic year 2020/21, with experience of using [LaTeX](#) and excellent communication skills, both verbal and written, including exceptional grammar and spelling.

What does the role entail?

As a Summer Intern, your main duties will include:

- Using an existing Yearbook template in LaTeX, importing UKMT competition material and reports, ensuring the layout is consistent throughout the book;
- Communicating with administrative staff to clarify the information needed to include in the Yearbook;
- Writing and updating copy from previous years;
- Producing tables in LaTeX and presenting data clearly based on information obtained from staff;



- Considering feedback from proof-readers and amending or updating work as necessary.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Summer Intern you will have:

- A current undergraduate student registered at the University of Leeds for academic year 2020/21;
- Experience of using LaTeX;
- Excellent communication skills, both verbal and written, including exceptional grammar and spelling;
- Good time management skills and the ability to prioritise and plan own workload with minimal supervision;
- Creativity and confidence to suggest changes that will improve the format and content of the book.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Questions about your application?

If you would like some advice about your application, the Careers Centre drop-in service is open every weekday between 2-4pm during term (there is no need to book an appointment).

Contact information

To explore the post further or for any queries you may have, please contact:

Hannah Telfer, UKMT Executive Director

Tel: +44 (0)113 343 9933

Email: h.h.telfer@leeds.ac.uk



Additional information

The UK Mathematics Trust



Find out more about the [UK Mathematics Trust](#).

Faculty and School Information

Find out more about the [Faculty of Engineering and Physical Sciences](#), [School of Mathematics](#) and our [Research](#) and associated facilities.

A diverse workforce

The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN [Bronze or Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

Working at Leeds

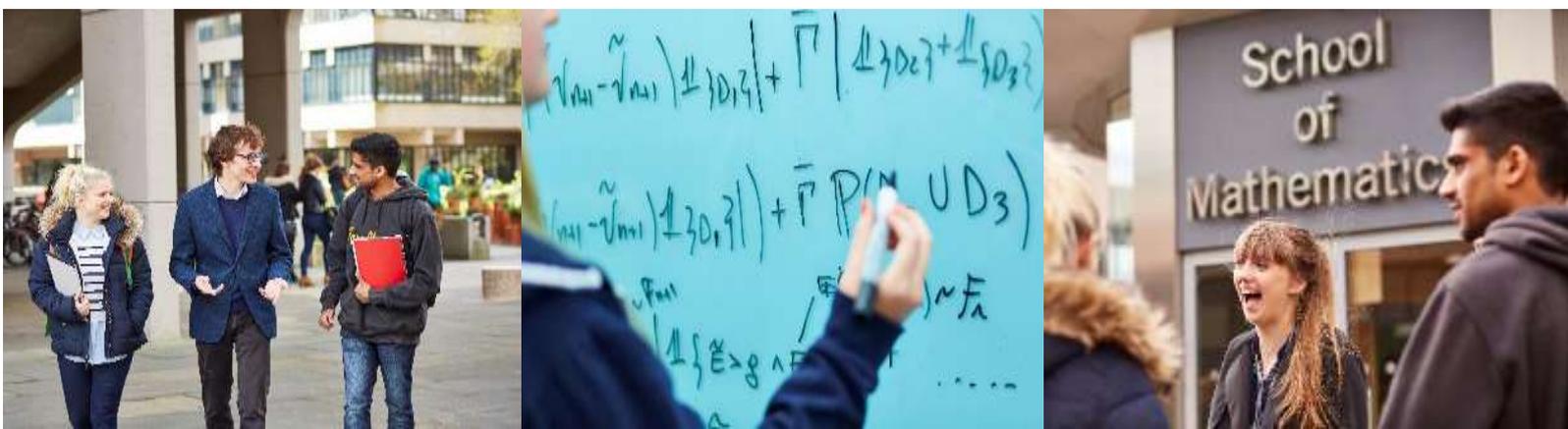
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.



Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

