
INTERNATIONAL OFFICE
Erasmus+ Student Internship Position

Maynooth University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18th century roots and 21st century dynamism.

Maynooth University is now acknowledged to be one of the leading young universities in the world, and in 2022 ranked #1 in Ireland in the latest Times Higher Education (THE) Best Young University Rankings. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

International Office

The International Office (IO) is responsible for managing international partnerships, incoming and outgoing Erasmus+ and non-EU exchange programmes, international marketing and promotion, non-EU international student recruitment and conversion, and the provision of guidance and support pre- and post-entry to the University. The IO also encompasses the Arqus European University Alliance and the Maynooth International Engineering College (MIEC). The office has a commitment to high quality service to all international applicants and students on campus, as well as to Maynooth University students and staff who wish to participate in MU's outgoing mobility programmes.

Intern duties and responsibilities:

The successful candidates will carry out a range of duties, including but not limited to the following:

- Provide information, guidance, and administrative support to outgoing exchange students.
- Provide support for the administrative, monitoring and reporting processes associated with the IO's exchange function.
- Assist with marketing and communications activities for our exchange programmes, incl. marketing campaigns, promotional events, social media, web content, etc.

- Contribute to the organization of the Orientation programme and other activities aimed at supporting and enhancing the exchange-student experience.
- Maintain data integrity standards through effective collaboration with relevant university services.
- Other administrative and organizational tasks as may be required from time to time by the International Office Directors or the Vice President International.

The ideal candidate will have:

- A commitment to excellent customer service and support.
- Excellent IT skills, including MS Office suite and online communication tools.
- Outstanding interpersonal and communication skills, and the ability to develop positive working relationships internally and externally.
- Excellent time management and the ability to plan and prioritise tasks and meet multiple deadlines with accuracy and attention to detail.
- Ability to work well autonomously and as part of a team, depending on the task at hand.
- Marketing experience, incl. digital/social media channels, marketing and promotional campaigns, and creating assets.
- The ability to work with confidential material in a discreet manner and maintain the highest professional standards so that the reputation of the University is enhanced.
- A flexible approach in handling a variety of tasks, occasionally outside office hours.

Note: A high level of proficiency in written and spoken English is a requirement for the role.

Supervision and Mentoring

The Intern will report to the Mobility and Global Opportunities Lead, or her nominee. Training for duties assigned to the Intern will be arranged by the mentor. A Mentor will be assigned to the Intern prior to his/her arrival. The Mentor will be a member of the International Office staff, and will provide the Intern with support, guidance, and feedback upon arrival and throughout the internship.

Duration

The internship will be a minimum of 6 months in duration (max. 12 months). The intern will work normal office hours (09:30-16:30, Monday to Friday).

Next available intake: September 2024

Application Process

Applications will be accepted from students whose university can confirm that they must undertake an internship as part of their studies.

Please email a Curriculum Vitae and a cover letter to Angela McKenna, (angela.mckenna@mu.ie). You will be notified within four weeks from the date the application has been received whether you were successful in your application.