MAYNOOTH UNIVERSITY

INTERNATIONAL OFFICE
Student Internship Position

Maynooth University

Following two centuries of internationally renowned scholarly activity on the Maynooth campus, the National University of Ireland Maynooth was established under the 1997 Universities Act as an autonomous member of the federal structure known as the National University of Ireland. We have approximately 12,000 full-time students and another 1,700 registered as part-time. Maynooth University has 34 academic departments, which are organized into three Faculties: Arts, Celtic Studies and Philosophy; Science and Engineering, and Social Sciences. Building on a tradition of scholarship and excellence in all aspects of its teaching and learning, and research activities, within the liberal arts and sciences tradition, Maynooth University is committed to being a first class research-led centre of learning and academic discovery. It is located on a historic and beautiful campus in Ireland's only university town 20km west of Dublin, and has recently undergone a major phase of expansion in research, teaching and service facilities. The spacious campus is laid out in its own extensive grounds in rural surroundings, and is divided between an older complex of fine nineteenth century buildings and a modern complex of teaching, research, accommodation, and support facilities.

International Office

The International Office has developed very rapidly over the last few years into a highly professional, experienced and energetic team of 16 full time staff led by the Director of International Education.

The International Office has a commitment to high quality service to all the international applicants and students on campus, as well as support to Maynooth University students who wish to study abroad at one of our partner universities. The Office is responsible for international marketing and promotion, Erasmus exchange, non-EU international student recruitment, non-EU international student admission, and provides various guidance and support pre- and post-entry to the University.

The following are the main areas of work within the International Office:
Promote the University in our key markets through various marketing campaigns including targeted events, internet and social media campaigns, education fairs, institutional links, agent networks;
Recruit full-fee international students either to do a full degree or study abroad in Maynooth;
Develop and support the development of mutually beneficial academic relationships with other institutions around the world for collaborative teaching, research and exchange;
Receive and coordinate visits to National University of Ireland, Maynooth from international institutions;

Support international students on campus and encourage international alumni networks;
Promote and provide support for Maynooth University students studying abroad at appropriate institutions.

Intern Duties and Responsibilities
Duties will be assigned by the Director and his/her nominee and may include, but will not be limited to, the following:
Working with all members of staff of the International Office on assignments and projects;
Welcoming visitors to the Office at Reception and providing wide-ranging information and assistance;
Assisting with the processing of international student applications with regular liaison with applicants and relevant academic departments;
Assist in providing relevant support to Maynooth University international and prospective students;
Responding to enquiries quickly and efficiently;
Monitoring and updating social media channels;
General administrative support.

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 Director of the International Office, or his/her nominee. Training for duties assigned to the Intern will be arranged by the Director (or his/her nominee). 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 (09:30-17:00, Monday to Friday).
Next available intake: August/September 2019

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 Kora Bertram, (KORA.BERTRAM.2019@MUMAIL.IE). You will be notified within four weeks from the date the application has been received whether you were successful in your application.