
INTERNATIONAL OFFICE - EUROPEAN UNIVERSITY ARQUS ALLIANCE

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 managing international partnerships, 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.

In 2023 the university officially became a member of the ARQUS European University Alliance. The Arqus European University Alliance brings together the universities of Granada, Graz, Leipzig, Lyon 1, Maynooth, Minho, Padua, Vilnius and Wroclaw, nine comprehensive research universities with deep regional engagement in medium-sized cities.

This role will be focused on supporting Maynooth University's involvement in the ARQUS Alliance.

Intern Duties and Responsibilities

Duties will be assigned by the ARQUS Alliance Manager and will revolve around three key areas:

1. Project Management;
2. Communications and Marketing;
3. Administrative Duties.

Tasks assigned to this role may include, but will not be limited to, the following:

- Working with all members of staff across the university on the European University ARQUS Alliance related assignments and projects;
- Welcoming visitors to the Office at Reception and providing wide-ranging information and assistance;
- Assisting with the processing of project proposals with regular liaison with university staff and relevant academic departments;
- Assist in the development and implementation of the tools to successfully manage the European University Alliance project (procedures, guides, templates, online platform, etc.).
- Assist in coordinating with different working groups and taskforces on projects and proposals to organise the work of the Alliance.
- Assist in the preparations of communications, presentations, meeting agendas, and other documents/reports to ensure the flow of information internally in MU and between MU and the Alliance and contribute to activity reports to various governance bodies and the EU Commission.
- Liaise with academic departments and support units within the University, and with partner institutions and other stakeholders nationally and internationally.
- Be a point of contact for information and communication about all aspects the Alliance;
- Prepare for and follow-up on Arqus Project meetings as required both at a local and international level.
- Assist in organising meetings, travel, conference attendance, liaising with funding agencies and national and international collaborators.
- Responding to enquiries quickly and efficiently;
- Monitoring and updating social media channels;
- Promoting and marketing ARQUS Alliance activities;
- Assisting in the creation and publication of a quarterly newsletter;
- General administrative support.
- Other administrative and organisational tasks as may be required.

Note

- A high level of proficiency in written and spoken English is a requirement for the role.
- This is an unpaid internship however you may be eligible for financial supports via the Erasmus+ programme. Please liaise with your home university.

Duration

The internship will be a minimum of 4 months in duration (max. 12 months). The intern will work intern office hours (09:30-16:00, Monday to Friday).

Next available intake: February 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 Ben Finnegan, (ben.finnegan@mu.ie).

You will be notified within four weeks from the date the application has been received whether you were successful in your application.