Auslandspraktikum
Praktikumsplatz-Angebot
für die Bereiche
Englisch, Kulturwissenschaften,
Sprachwissenschaften

Land, Ort: Irland, Maynooth
Einrichtung: NATIONAL UNIVERSITY OF IRELAND, MAYNOOTH
Ansprechpartner: Herr Henry Wayne
Telefon: 
Email: Wayne.Henry@nuim.ie
Webseite: 
Start / Dauer: Sommer 2014 / 6-12 Monate
Bezahlung: keine

Beschreibung: Internship in the International Office of the university:
- 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 NUIM 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 NUIM international and prospective students

- Responding to enquiries quickly and efficiently

- Monitoring and updating social media channels

- General administrative support.

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.

Anforderungen:

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

Applications will be accepted from students whose universities can confirm that they must undertake an Erasmus Work
Placement as part of their studies.

Please email a Curriculum Vitae and cover letter to Wayne Henry, Director of International Education
(Wayne.Henry@nuim.ie)

**Bewerbungsfrist:** 23.05.2014

**Stipendium:** Mögliche Förderung über ERASMUS-Stipendien für Auslandspraktika.