
EUROPEAN UNIVERSITY ARQUS ALLIANCE

Student Internship Position

Arqus Alliance Stakeholder Experience Internship

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 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.

Arqus Alliance Stakeholder Experience Intern

Duties and Responsibilities

Duties will be assigned by the Arqus Alliance Manager in cooperation with the International Student Experience Officer and will revolve around three key areas:

1. Student experience and event management;
2. Stakeholder engagement;
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;
- Working with the Arqus Alliance Projects and Events Coordinator to design and implement a wide range of engaging stakeholder related events on campus and virtually;
- Welcoming Arqus Alliance visitors to the university and providing bespoke itineraries and organising all elements of their schedules;
- Working with the International Office Student Experience Officer to create and implement a schedule of student related events and initiatives to drive student involvement and awareness in the Arqus Alliance;
- Work with Arqus colleagues to liaise with academic departments and support units within the University who are interested in engaging with the Arqus Alliance and ensure they receive the highest level of support;
- Be a point of contact for information and communication about all aspects the Alliance;
- Responding to enquiries quickly and efficiently;
- Assist with the monitoring and updating social media channels;
- 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: January or February 2026

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 Denise Coyne, (denise.coyne@mu.ie).

You will be notified within four weeks from the date the application has been received whether you were successful in being called for an interview.

For more details on the Arqus Alliance please visit:
www.maynoothuniversity.ie/arqus