



**Maynooth
University**
National University
of Ireland Maynooth

A member of the
arQus
European University Alliance

ARQUS EUROPEAN UNIVERSITY ALLIANCE

Arqus Alliance Student Internship Position (International Office)

LOCATION: Maynooth University, Maynooth, Co. Kildare, Ireland

START DATE: August or September 2026

DURATION: 6 months

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 17,000 students on a campus with 18th century roots and 21st century dynamism.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. Maynooth University ranked in the top 90 global Times Higher Education (THE) Young University rankings in 2024. 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 University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values. Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three. For more information about Maynooth University's future direction, please visit: <https://strategy.maynoothuniversity.ie/>

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 Student Internship

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 Team 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;
- 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 6 months in duration (max. 12 months).

The intern will work office hours of 09:30-16:00, Monday to Friday, based across the International Office and International Hub at Maynooth University.

The internship can start in August or September 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 Jodi Killackey – jodi.killackey@mu.ie

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview (online).
- It is anticipated that interviews will be held during the month of July 2026.
- The appointment is expected to be effective from August or September 2026.

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

Why Maynooth?

Vibrant Atmosphere: As the home of Maynooth University, the town is full of life and has a youthful, energetic vibe. It features great student bars, a busy Main Street, and community-driven events.

Excellent Commuting Options: You can easily get into Dublin City Centre via the Maynooth train line (Commuter rail) or numerous frequent Dublin Bus and Bus Éireann routes.

Abundant Shopping & Dining: The town is a major retail hub for North Kildare. You have large supermarkets (Dunnes Stores, Tesco Extra, Aldi, Lidl) and two shopping centres (Manor Mills and Carton Park). Main Street is packed with highly rated pubs, cafes, and restaurants.

Rich History & Nature: The town features historic sites like Maynooth Castle and St. Patrick's College. It also offers beautiful scenic walkways, including the Royal Canal.

Accommodation search websites: <https://www.maynoothuniversity.ie/student-services/homefinder/resources/other-property-websites>