

Student Engagement Support Intern – First Arts Program, Kilkenny Campus, Maynooth University

The Kilkenny Campus of Maynooth University is based at St. Kieran's College since 1997. The Campus presently offers the First Arts programme whereby students can study the first year of the Maynooth University Bachelor of Arts Degree in Kilkenny and then progress on the main Campus for years two and three. This offering is three years running and in September numbers are expected to increase to close to the 100 mark. There are 3 full time staff on the Campus and a further 3 part time staff between administration, student support, Library and development. At present all the Academic Staff are occasional.

Duration of Internship: Four Days a week for nine months (September 2016 to May 2017)

Key Responsibilities:

Working with the staff members at the Kilkenny Campus on the non academic side of the First Arts Programme

1. Assisting with the development of the student society
2. Assisting with the expansion and development of engagement between the student body and wider Kilkenny community
3. General administrative and reception support
4. Supporting staff at promotion and recruitment events
5. Monitoring and updating social media channels
6. Working with the Kilkenny staff on specific projects to raise awareness of the programme
7. Assisting with providing support and advice to the student community, enhancing their awareness of the supports and facilities available to them.

The ideal candidate will possess the following competencies:

Outgoing, good organisational skills, high standard of spoken and written English, experience of working with a club or society, creative thinking and ability to inspire engagement of other students in extra-curricular activities. The candidate must have knowledge of the benefits of student engagement and be interested in the development of innovative new practices.

Following the internship the candidate should be competent in the following activities:

Event management, student services and supports, dealing with academic, administrative and students in an appropriate manner, communication and digital skills, leadership skills, project management, organisation skills

DEADLINE TO APPLY IS 9th May 2016

Please email your current CV and a cover letter outlining your suitability for the role to the following email address: kilkennyfirstarts@nuim.ie