



Erasmus+ Traineeship opportunity

Summer Intern - Learning Abroad Team

UCD Global (Belfield Campus, Dublin)

UCD Global provides expert leadership in partnerships and engagement, international student recruitment and support, inbound and outbound staff and student mobility, and the international elements of the student experience.

Working with external stakeholders and across all areas of the university, UCD Global supports university leaders to shape policy, collaborates with Colleges and Schools and other support units to ensure delivery, and liaises with students and staff to measure success and impact.

UCD Global also directs and manages the university's network of Global Centres, which serve as hubs of UCD activity in North America, China, South Asia, Asia-Pacific and the Middle East.

Duration:	2-3 months
Start date:	1 June 2025
End date:	23 August 2025

These dates are negotiable, but please see information regarding accommodation below.

Mandatory requirements:

- EU/EEA national (non-visa required) - the candidate must have the right to work in Ireland for the full duration of the internship contract. UCD is not in a position to apply for a work permit for any candidate for this position.
- Must be able to prove that they are eligible to receive an Erasmus+ traineeship grant from their home university.
- B2 level or above in English.

Desirable skills:

- Experience working in a university or office context
- Familiarity with Microsoft, Google Suites and Canva
- Able to work as part of a team and independently
- A quick learner who is proactive, reliable, accurate, and has strong interpersonal and intercultural skills

**Tasks and responsibilities:**

- Support the Learning Abroad team with student advice and communications via email, phone calls, social media, and webinars
- Draft newsletters for partner universities
- Help prepare and manage student events, such as the Cara programme and September Orientation
- Review and prepare promotional materials and documentation
- Support the UCD summer programmes and related social events and activities
- Assist with Partner university visits by providing information and support and giving campus tours
- Update online databases and assist with document management for the Learning Abroad team

Working hours:

Monday to Friday, 09.00 - 17.00, with an hour for lunch. Where social activities mentioned above take place outside of these hours, TOIL (time off in lieu) will be arranged.

Benefits:

- Accommodation on the UCD campus will be provided by UCD Global for the dates above at no cost to the successful candidate. Please note that there is no option to extend beyond the indicated start and end dates.
- A great opportunity to work in a varied, international environment
- A chance to join a fun excursion to get to know Ireland and its culture

Reporting to:

Catherine Convery

and

Katherine Mulfaul

Global Mobility Manager

Global Study Abroad Manager

Application process: Please send a CV and one-page (maximum 500 words) letter of motivation to exchanges@ucd.ie by 17.00 (GMT) on Tuesday 15 April 2025