

Edge Hill University Erasmus+ Traineeship offer International Office

Position offered: Traineeship within the International Office
Supervisor: Dan Monaghan (Study Abroad & Exchanges Coordinator)
Contact email: monaghad@edgehill.ac.uk

Description of position:

The Intern will form part of a dedicated and enthusiastic International Office team. The International Office works on a variety of programmes and activities, including Erasmus+, Study Abroad, Summer Schools, International traineeships, staff and student mobility. This is alongside our role as an International recruitment, admissions and student support function within the University.

The intern will be involved in supporting international exchange activity, Study Abroad programmes (incoming and outgoing), international induction activity, peer mentoring programmes, social media tasks, engagement with international integration activities, marketing events, administrative support, feedback sessions and practical support for events and visits alongside other office tasks.

This role provides an excellent opportunity for a motivated individual, with new ideas, creative flair and a pro-active approach to work.

In addition, you will have the opportunity to get involved in a wide range of other international activities and where possible additional development opportunities.

Details of role:

- Supporting the work of the Study Abroad & Exchanges Coordinator and the wider International office
- Engagement with incoming International students and outgoing Edge Hill students
- Liaising with staff across the institution on various tasks (departments, Student Services, Students Union, Facilities Management)
- Administrative support within the International Office
- Support marketing and recruitment activity within the International Office and across campus
- support events and activities on campus for students and staff
- support international visits to campus

Requirements:

- Proficient in English – C1 and above preferable
- Must be able to work both independently and within a team in a busy cross-cultural environment.
- Must be organised, committed and possess good communication skills
- Ability to meet targets and deadlines
- Ability to maintain confidentiality
- Must have a pro-active approach to work
- Working knowledge of social media platforms
- Good IT skills
- Experience in a busy working environment would be beneficial, if possible in an international context

Period of Traineeship:

September 2018 – December 2018

Ideal dates (to cover Erasmus+ period) – 10th Sept to 16th December 2018

Other dates can be discussed

Number of training hours:

Typical 35hrs per week, typical 5 days a week (working week is open for discussion)

Occasional evening and weekend work may be required

Compensation:

No financial compensation from Edge Hill University, trainees should apply for Erasmus+ funding from their home institution.

Edge Hill University International Office will cover the cost of on campus accommodation for the period of the traineeship – type of accommodation cannot be guaranteed but the trainee will know prior to traineeship. This will be room only, not board.

Further Information:

This is a traineeship opportunity and as such, the selected trainee will be part of the staff team here in Edge Hill Universities International Office and not part of the student body. There will be chances to engage with some student activities, but others may be restricted.

If you would like to apply for the position, please contact:

Dan Monaghan
Study Abroad & Exchanges Co-ordinator
International Office
Edge Hill University
St Helens Road
L39 4QP

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daniel.monaghan@edgehill.ac.uk

Applications will be accepted until the 4th September 2018. All applicants must come via the applicants home institutions International Office. Only applications from partner universities.

More information on Edge Hill University can be found here - <https://www.edgehill.ac.uk/about/>