



Athlone Institute of Technology, Co. Westmeath, Ireland

Athlone Institute of Technology is offering Erasmus Work placement opportunities in the International Office.

Internship dates: from

February 2017 until May 2017

June 2017 until September 2017

September 2017 until December 2017

Working hours: full-time (35 hours / week)

Placement students will have:

- free gym membership & free membership to various clubs & societies.
Placement students may wish to take part in:
- International Student activities which include – trips to scenic parts of Ireland at weekends, International themed parties, enter various competitions.

Placement students will have access to free English classes.

Responsibilities may include:

- Preparing excel databases with full details of incoming students
- Contact with International students and International coordinators through email
- Daily contact with International students at Athlone IT
- Promoting International Society events
- Completion of Certificates of Attendance for students
- Responding to enquiries regarding study opportunities for International students
- Introduction to the college campus for new students
- Updating of records for existing EU and Non-EU students
- Monitoring of front desk at International Office when other staff not available
- Day to day filing and general office duties
- Internet research regarding new partners from all over the world
- Administrative tasks

Required skills:

- Very good knowledge of English
- Knowledge of Microsoft Word, Excel, Access
- Good level of organisational and communication skills

How to apply?

Applications, including a CV and a motivation letter, should be sent by e-mail to the following: Jackie Cunnane, International Coordinator. Email address: jcunnane@ait.ie