

DMU Global Student Engagement Intern

Directorate: Social Impact and Engagement

An exciting opportunity to do an Erasmus+ Traineeship within the DMU Global team has arisen at De Montfort University. This traineeship provides an excellent opportunity for an individual to develop professionally in marketing and communications within the field of student mobility and internationalisation.

In 2013, DMU launched DMU Global - an exciting and ambitious international experience programme which aims to enrich our students, expand their cultural horizons and help them develop key skills valued by employers across the world. Since the launch of the programme, over 11,000 students have gone overseas to study, work and volunteer with DMU Global.

This post will support the delivery of the DMU Global programme, preparing students and staff for overseas international experiences, with a focus on student engagement, marketing, promotion and social media.

For more information about DMU Global visit www.dmuglobal.com or email dmuglobal@dmu.ac.uk if you have questions about the role.

Duties and responsibilities

- Creation of a DMU Global communications plan which includes monitoring and developing DMU Global social media (e.g. Twitter, Instagram) and its online presence, including updating the DMU Global website in cooperation with the relevant stakeholders.
- Developing DMU Global promotional materials to encourage student participation in international opportunities.
- Representing DMU Global at engagement events including promotional events, open days and fairs.
- Help with the delivery of a range of projects to engage DMU students from a variety of backgrounds have international experiences
- Supporting with the organisation of events and activities for exchange students, and DMU students considering study abroad.
- Providing support to university staff and students about DMU Global procedures and preparing them for international travel.
- Providing administrative support for overseas DMU Global opportunities.
- Monitoring the DMU Global inbox and responding to student queries via phone, email and face-to-face.
- Any other duties and responsibilities appropriate to the post as determined by the Head of DMU Global.

Skills and experience

- Studying for an undergraduate or postgraduate degree
- Interest in working in an international environment with university students
- Experience of coordinating events
- Experience of providing advice and guidance to a wide variety of key stakeholders
- Demonstrable knowledge of student mobility and international experience programmes (e.g. Erasmus+)
- Sensitivity to other cultures and a strong demonstrable knowledge of and interest in intercultural communication
- Excellent interpersonal and communication skills
- Capability to effectively prioritise and execute tasks in a high-pressure environment
- Working knowledge of web-based applications and updating webpages and social media
- Desirable- proficiency with Adobe Photoshop, InDesign etc.

Other details

Duration: Between 6 and 12 months

Start date: Between 1 September and 1 October 2020

Application deadline: Monday 25 February 2019, 9am

Salary: A private apartment in student accommodation will be provided for free