



Internship Programmes Coordinator

Location: Newbridge, Co.Kildare, Ireland (Hybrid: On-site and Remote)

Employment Type: Full-Time

Department: Internships

Reports To: Director of Programme Operations

Salary Range: €40,000 - €45,000 per annum

Company Overview

We are a leading Study Abroad programme provider dedicated to delivering transformative international education experiences to University students. Our mission is to facilitate academic excellence, cultural immersion, and personal growth for students worldwide. As we expand our team, we seek passionate individuals committed to supporting students throughout their study abroad journey.

Position Overview

As an Internship Programmes Coordinator, you are responsible for the effective coordination, delivery, and continuous improvement of international internship and experiential education programmes. Your work supports both student success and institutional objectives through programme development, student services, logistics, and risk management.

You will manage the full student support process, including application review, documentation collection, and ongoing communication. You will oversee the internship placement process—from building and maintaining host company partnerships to matching students with suitable placements and monitoring their progress to ensure a high-quality experience for all parties.

In addition, you will coordinate all logistical aspects of programme delivery, including pre-departure communications, orientation planning, housing arrangements, transportation coordination, and insurance provision. You will also support the



planning and execution of non-placement activities such as cultural excursions and events, ensuring all elements align with the programme's objectives and timeline.

During and after the programme, you will collect and analyze participant feedback to identify strengths and areas for improvement. Your insights will inform internal reporting and contribute to the ongoing enhancement of programme quality and effectiveness.

Finally, as part of a rotating schedule, you will provide 24/7 emergency support to students abroad, responding swiftly and appropriately to incidents, coordinating with relevant parties, and ensuring student safety and well-being.

Key Responsibilities

Placement Coordination

- **Host Company Network Development:** Proactively cultivate and maintain strong relationships with new and existing host companies. Collaborate with management to develop and implement strategic initiatives aimed at expanding placement opportunities.
- **Student Placement and Host Matching:** Oversee the end-to-end placement process, including matching students with suitable host companies, coordinating interviews, and managing communications from initial application to final placement confirmation.
- **Placement Monitoring and Support:** Conduct regular follow-ups with both host companies and students to monitor placement progress, address any issues, and ensure a positive and productive experience for all stakeholders.

Student Services

- **Application Management:** Maintain communication with students to collect required forms and documentation. Monitor submissions for completeness and accuracy, following up as necessary. Address any flags or concerns related to medical forms or additional information, ensuring student needs are documented and addressed appropriately. Coordinate with internal departments to ensure compliance with institutional policies and international regulations.



- **Pre- and Mid-Programme Support:** Provide ongoing support to students throughout their programme experience, addressing any concerns or issues that arise.

Programme Logistics

- **Pre-Departure Communication:** Develop and implement a comprehensive pre-departure communication strategy. Ensure students receive all necessary country-specific information, internship preparation guidance, programme itinerary updates, and other essential details prior to their arrival.
- **Arrival and Orientation:** Actively support the planning, coordination, and delivery of arrival and orientation sessions to ensure a smooth transition for students into the programme and local culture.
- **Programme Itinerary Management:** Collaborate with the Department Manager to plan and execute all non-internship components of the programme itinerary, including cultural activities, programme events, day trips, weekend excursions, and other elements outlined in the programme proposal.
- **Housing and Programme Logistics:** Oversee all logistical aspects of students' in-country experience to align with internship timelines and programme requirements. This includes securing appropriate housing based on placement numbers and locations, coordinating public transportation cards, arranging internship insurance, and managing other programme inclusions.

Emergency Response

- Participate in a rotating schedule to provide 24-hour emergency support to students abroad.
- Respond promptly and effectively to emergencies, coordinating with relevant parties to resolve situations.
- Document incidents and follow up to ensure student safety and well-being.

Qualifications

- Bachelor's degree in International Education, Finance, Tourism, Hotel Management, or a related field. Master's degree preferred.



- 3+ years of experience in education administration, event planning, international programmes, project coordination, or similar.
- Excellent communication and interpersonal skills; comfortable working across cultures and teams.
- Familiarity with budgeting or pricing concepts is a plus; financial aptitude preferred.
- Willingness to travel occasionally for training or university partner visits (if applicable).
- Currently living in Ireland with the legal right to work
- Reliable transportation to and from the office

Skills & Competencies

- Strong organizational and time management skills; ability to manage multiple priorities under deadlines.
- Detail-oriented with a commitment to accuracy and quality.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite, Google Suite, and CRM database management.
- Ability to work independently and collaboratively in a dynamic environment.
- Cultural sensitivity and a commitment to supporting diverse student populations.
- Ability to work in a fast-paced environment with minimal supervision.

Preferred Qualifications

- Experience living, studying, or working abroad.
- Familiarity with study abroad programme structures and requirements from an American perspective.
- Knowledge of health and safety protocols in international education contexts
- Proficiency in a language other than English is a plus

Compensation

- €40,000 - €45,000 based on experience
- Opportunities for professional development and growth within the organization.
- Bike to Work Scheme
- Flexible work arrangements to support work-life balance.



- Engagement in a mission-driven organization committed to international education.