

Eventmanagement/ Office Administration
Irland, County Kerry
jobcode UK032

At our institute we offer students a wide range of courses within a dynamic learning environment. With superb facilities and student services, our reputation for friendliness and academic achievement prepares you for an exciting third level education.

The type of work that the intern would be responsible for would be primarily office work in relation to marketing and promotion and assisting our Coordinator on planning for the European Conference in APA in 2012. There also is a programme for undergraduate students where they teach various sports to people with disabilities. The intern could also assist in this and would get some practical experience in this capacity. Primarily the position would be administrative work but we would try and get the intern in other areas also.