

Call Internship

International Office

VIVES University College 17-18

Job Description

Type of contract: preferable an Erasmus+ SMP – Student Mobility Placement or other grant supported student mobility.

Duration: 5 months (1 semester) or 10 months (full academic year)

Starting date: 1st September 2017 (autumn semester) or 1st February 2018 (spring semester)

Place: VIVES University College, Doorniksesteenweg 145, 8500 Kortrijk, Belgium

Profile

Formation - Diploma in preparation: Bachelor degree Business Studies

Skills required:

Professional English

IT Tools (Office): Office tools, report, analysis, survey,...

Communication skills (written and oral)

Administration skills

Competencies required: flexibility, punctuality, creativity, initiative

Job description

International office VIVES Applied Social Studies (50%)

- Pedagogical secretary International Classroom Global issues of the 21th century: presence list, creation and elaboration of peer-evaluation, creation of certificate of attendance...
- Analyzing Students satisfaction (survey, questionnaires...)
- 2 Events to prepare and assist (on 1st semester):
 - International and intercultural Week
 - International Conference Week on Applied Psychology
- Student Relations exchange students
- Administration tasks

Contact person: Eveline Le Roy, coordinator international office VIVES Applied Social Studies,
eveline.leroy@vives.be

Central International Office (50%)

- Incoming students administration (welcoming, registering...)
- Project Management and Communication (event): survey; organization of event (for Erasmus students); communication and promotions of events on the campus...
- Data input (VIVES Database)

Contact persons: Tine Ternest, institutional coordinator internationalisation, tine.ternest@vives.be and Evy Vansielegem, administrator international office incoming students, evy.vansielegem@vives.be,

Remuneration

Housing: VIVES Erasmus Residence, Kortrijk

To apply

Send an e-mail to: tine.ternest@vives.be , eveline.leroy@vives.be and evy.vansielegem@vives.be , including :

- Short personalised presentation
- CV
- Motivation letter

Deadline: 29th of June 2017

Don't hesitated to contact us if you wish to have more information.

Thank you! Good luck!