



Internship offer at EPHEC University College - International Office BRUSSELS, BELGIUM - FALL SEMESTER 2017-2018

- Employer:** HAUTE ECOLE EPHEC - Ecole Pratique des Hautes Etudes Commerciales
Erasmus+ code : B BRUXEL 82 - International Office
Avenue Konrad Adenauer 3 – 1200 BRUSSELS - BELGIUM
- Presentation:** EPHEC counts +/- 4200 full-time students and 150 staff members and offers 8 FULL-TIME PROFESSIONAL BACHELOR DEGREES (Business, IT and Technology), operating on 2 campuses in Brussels and 1 in Louvain-la-Neuve (30 km south).
The intern will be working within the International Office on our BRUSSELS campus (Woluwé-Saint-Lambert – Brussels District 1200).
- Website:** <http://www.ephec.be/international/erasmus>
- Contact persons:** Mr SIMONIS Frédéric, International Relations Officer
international@ephec.be
Mr GREGOIRE Jean-Michel, Institutional Erasmus Coordinator
Jm.gregoire@ephec.be

The EPHEC International Relations Office's mission is to promote, manage and develop the international dimension of our institution.

The academic year 2017-2018 will again bring its load of challenges, such as developing a new "corporate image", reaching new mobility objectives, updating IT tools & databases as well as intranet & internet sites, managing a large group of incoming & outgoing students etc ☺

- Period of the internships:** 5th September 2017 – 21st December 2017.
Slightly diverging dates can be discussed if appropriate
- Working hours:** Regular office hours : Approx. 7 h 15 min / day
From 8.30 AM to 4.30 PM with a lunchtime break / 5 days a week
Occasional weekend or evening missions connected with special activities
- Job Description:** The internship will take place in the *International Office at our Brussels Woluwé campus*. It will consist of different missions related to our international activities. The **main tasks** will include:
- assisting in the administrative management of student and staff exchange (incoming, outgoing)
 - working on international relations information material, producing information material, e.g. updating the website and intranet platforms
 - correspondence with international partners



- assisting with the organisation of events such as guest students welcome and orientation days, study fairs, Erasmus activities and EPHEC international project weeks.
- filing students mobility documents
- other administrative tasks : update of contacts data base, surveys etc
- planning the creation of an ESN (Erasmus Student Network) branch
- updating a database for student accommodation

Skills & Profile required:

We are looking preferably for 3rd-year students with an **academic training in office management, business or communication studies** or other related academic areas, with the following **profile** :

- Ability to work in an **autonomous and proactive way, as well individually as in a team**
- Stress resistant and **easy-going** (not shy)
- International experience, *flexibility*, curiosity and **open-mindedness**
- Working knowledge of Microsoft Office (WORD, EXCEL, other computer skills are an asset, especially SHAREPOINT)
- **Fluency in English** (preferably at least B2 level cf. European Framework)
- **Good working command of French** (preferably at least a B2 level)
- **Other languages** are also an asset (e.g. Spanish, German, Italian or Dutch)

Grant:

The **applicant student (M/F)** will potentially benefit from an Erasmus+ (for EU partners) or Erasmus Belgica (for Flemish students within Belgium) Internship placement grant from his/her home institution.

Salary:

No salary

Practicalities:

A public transport pass for Brussels is offered for the internship period. Assistance in finding local accommodation will be provided.

Application deadline: 1st MAY 2017

Please **send your application letter + CV (in English) + academic details** (home institution coordinator, phone, E-mail) **by e-mail to the EPHEC INTERNATIONAL OFFICE (for the attention of Mr F. SIMONIS), by 1st MAY 2017 to international@ephec.be**

Applicants will be contacted by e-mail and/or phone for a potential phone interview early May. Candidates from Belgian partner institutions in particular will be invited for an onsite visit.

The chosen candidate will be confirmed by mid May 2017.

Thank you for your interest in collaborating with us!

The Haute Ecole **EPHEC** International Team

