



Internship offer at EPHEC University College - International Office BRUSSELS, BELGIUM - Spring Semester 2016-2017

- Employer:** **HAUTE ECOLE EPHEC - Ecole Pratique des Hautes Etudes Commerciales**
Erasmus+ code : B BRUXEL 82 - International Office
Avenue Konrad Adenauer 3 – 1200 BRUSSELS - BELGIUM
- Short introduction:** **EPHEC** counts +/- 4200 full-time students and 150 staff members and offers 8 FULL-TIME PROFESSIONAL BACHELOR DEGREES (Business, IT and Tecvhnology), 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 2016-2017 is full of challenges, developing a new "corporate image", new mobility objectives, ever changing IT tools, a large group of incoming & outgoing students etc

- Period of the internships:** **25th January 2017 – 30th June 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: 9th DECEMBER 2016

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 Frédéric SIMONIS), **by DECEMBER 9th 2016** to international@ephec.be

You will be contacted by e-mail and/or phone for an interview in December 2016.

Candidates from Belgian partner institutions in particular will be invited for an onsite visit.

The chosen candidate will be confirmed at the latest mid December 2016

Thank you for your interest in collaborating with us!

The Haute Ecole **EPHEC** International Team

