



Internship offer at EPHEC University College - International Office BRUSSELS, BELGIUM - FALL SEMESTER 2019-2020

- 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 2019-2020** 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:** **Monday 2nd September 2019 – Friday 20th December 2019.**
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
- 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 can be provided.

Application deadline: 15th MAY 2019

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 15th MAY 2019 to international@ephec.be**

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

The chosen candidate will be confirmed by late May-early June 2019.

Thank you for your interest in collaborating with us!

The Haute Ecole **EPHEC** International Team

