

EPHEC

INTERNSHIP OFFER AT EPHEC

EPHEC, A UNIVERSITY COLLEGE IN THE HEART OF EUROPE

www.ephec.be



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

HAUTE ECOLE EPHEC UNIVERSITY COLLEGE
Erasmus+ Institutional Code: B BRUXEL 82
Avenue Konrad Adenauer 3 - 1200 BRUSSELS - BELGIUM

Employer

Presentation

EPHEC counts +/- 5000 full-time students and some 350 staff members and offers 9 FULL-TIME PROFESSIONAL BACHELOR DEGREES in the fields of Business, IT and Technology. We are operating on 3 campuses in Brussels and 1 in Louvain-la-Neuve (30 km south). The intern will be working at our International Relations Office on our main BRUSSELS campus (Woluwé-Saint-Lambert - Brussels District 1200).

<https://www.ephec.be/international/presentation>

Website

Contact person

Mr SIMONIS, International Relations Officer
international@ephec.be

01/09/2020 -> 15/01/2021
(or 18/12/2020 if the 1st option is not possible)
Slightly diverging dates can be discussed if appropriate

Period of the internship

Working hours

Regular office hours : Approx. 7 h/day - 5 days/week
From 8.30 AM to 4.30 PM with a lunchtime break
Occasional diverging schedules connected with special activities

The internship will consist of different missions related to the MANAGEMENT OF OUR INCOMING MOBILITY (about 80 Erasmus and international students for the next semester), assisting the « Incoming Mobility Coordinator » in an autonomous / independant way.

Job description

The main tasks will include :

Administrative tasks related to the incoming mobility :

- Inform & communicate (by e-mail, phone or social networks) with current and future foreign students
- Filing and organization of current students documents, transcripts, certificates, etc
- Management of future students registration, documents, online information, etc
- Filing and updating/encoding datas into our database management system
- Answer all students questions by e-mail or in the office

Updating & renewing of communication material , such as

- Students guides & information
- Course offer
- Contact listings

Assisting with the organization of integration activities

- Organization of the Orientation week and Welcome meeting and other
Contact & follow students
Organize information & cultural seminars
Contact external contributors and colleagues
- Suggest, organize, participate to social & cultural activities
- Organize international dinners, meetings with local students, etc

Other administrative tasks

- Surveys, database for student accommodation
- Help on other activities linked to the International Relations Office missions

Skills & profil required

We are looking preferably for 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, both individually and with the rest of the team
- Stress resistant and easy-going (not shy), communicative and spontaneous
- Feeling at ease in the presence of unknown staff and students
- Flexibility, curiosity and open-mindedness
- Punctual, precise and self-disciplined
- Open to advice and self-questioning
- Respecting discretion and confidentiality
- Proactive
- Previous international experience may be an asset
- Very good command of basic Microsoft Office (Word, Excel, Powerpoint)
- Working knowledge of other softwares (Adobe Pro, Indesign ...) are an asset
- Fluency in English (preferably at least B2 level cf. European Framework)
- Other languages are an asset

The applicant student (M/F) is expected to benefit from an Erasmus+ or Erasmus Belgica internship grant from his/her home institution.

Grant

Salary

No salary

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

Practicalities

Application deadline : **1st JUNE 2020**

Please send your application **letter + CV (in French & in English) + academic details** (home institution coordinator, phone, E-mail) by e-mail to the EPHEC INTERNATIONAL OFFICE to **international@ephec.be**

Applicants will be contacted by e-mail and/or phone for a phone/skype interview.