

## **INTERNSHIP OFFER AT EPHEC**

**EPHEC, A UNIVERSITY COLLEGE IN THE HEART OF EUROPE**

# FALL

## SEMESTER 2020-2021



### Position : Intern Outgoing Mobility - International Relations Office

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

Mrs BROOIJMANS, Director International Relations  
[b.brooijmans@ephec.be](mailto:b.brooijmans@ephec.be)

1st September 2020 - 23rd December 2020.  
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 take place in the International Relations Office at our Brussels main campus. It will consist of different missions related to the management of our OUTGOING STUDENTS.

### Job description

The main tasks will include in a constant interaction with members of our International Relations Office

#### Administrative tasks related to the outgoing mobility (long-term mobility) & short-term mobility

- Inform & communicate (by e-mail, phone or social networks) with current and future outgoing 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
- potential correspondence with international partners
- setting up polls and satisfaction surveys



## Updating and renewing of communication material

Update website

Updating of intranet platforms

Collecting testimonies, pictures and vlogs

## Administrative tasks related to short incoming and outgoing mobility (International Weeks)

- Inform & communicate (by e-mail, phone or social networks) with incoming and outgoing students
- Filing and organization students documents, transcripts, certificates, etc
- Organization of the various (6) international weeks organized at HE EPHEC

## Assisting with the organization of international activities

## Assisting with the organisation of internal events and info sessions intended to promote mobility and internationalisation at home

### Skills & profil 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, 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
- Good written skills and spelling in French (C1 level on European level)
- 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 by 1st JUNE 2020 to **international@ephec.be**

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