



## Internship offer at EPHEC University College - International Office BRUSSELS, BELGIUM - SPRING SEMESTER 2018-2019

- 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](mailto:international@ephec.be)  
Mr GREGOIRE Jean-Michel, Institutional Erasmus Coordinator  
[Jm.gregoire@ephec.be](mailto: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 2018-2019 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:** 21<sup>st</sup> January 2019 – 30<sup>th</sup> June 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
- contacts with guest students and EPHEC lecturers
- other administrative tasks : update of contacts data base, surveys etc
- updating a database for student accommodation

#### Skills & Profile required:

We are looking preferably for 3<sup>rd</sup>-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: 15<sup>th</sup> NOVEMBER 2018**

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 15<sup>th</sup> NOVEMBER 2018** to [international@ephec.be](mailto:international@ephec.be)

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

**The chosen candidate will be confirmed by mid December 2018.**

Thank you for your interest in collaborating with us!

The Haute Ecole **EPHEC** International Team

