**Call Internship**

**International Office**

**VIVES University College 17-18**

**Job Description**

Type of contract: preferable an Erasmus+ SMP – Student Mobility Placement or other grant supported student mobility.

Duration: 5 months (1 semester) or 10 months (full academic year)

Starting date: 1st September 2017 (autumn semester) or 1st February 2018 (spring semester)

Place: VIVES University College, Doorniksesteenweg 145, 8500 Kortrijk, Belgium

**Profile**

Formation - Diploma in preparation: Bachelor degree Business Studies

Skills required:

Professional English

IT Tools (Office): Office tools, report, analysis, survey,..

Communication skills (written and oral)

Administration skills

Competencies required: flexibility, punctuality, creativity, initiative

**Job description**

**International office VIVES Applied Social Studies (50%)**

* Pedagogical secretary International Classroom Global issues of the 21th century: presence list, creation and elaboration of peer-evaluation, creation of certificate of attendance...
* Analyzing Students satisfaction (survey, questionnaires...)
* 2 Events to prepare and assist (on 1st semester):
* International and intercultural Week
* International Conference Week on Applied Psychology
* Student Relations exchange students
* Administration tasks

Contact person: Eveline Le Roy, coordinator international office VIVES Applied Social Studies, [eveline.leroy@vives.be](mailto:eveline.leroy@vives.be)

**Central International Office (50%)**

* Incoming students administration (welcoming, registering...)
* Project Management and Communication (event): survey; organization of event (for Erasmus students); communication and promotions of events on the campus…
* Data input (VIVES Database)

Contact persons: Tine Ternest, institutional coordinator internationalisation, [tine.ternest@vives.be](mailto:tine.ternest@vives.be) and Evy Vansieleghem, administrator international office incoming students, [evy.vansieleghem@vives.be](mailto:evy.vansieleghem@vives.be),

**Remuneration**

Housing: VIVES Erasmus Residence, Kortrijk

**To apply**

Send an e-mail to: [tine.ternest@vives.be](mailto:tine.ternest@vives.be) , [eveline.leroy@vives.be](mailto:eveline.leroy@vives.be) and [evy.vansielegehem@vives.be](mailto:evy.vansielegehem@vives.be) , including :

* Short personalised presentation
* CV
* Motivation letter

Deadline: 29th of June 2017

Don’t hesitated to contact us if you wish to have more information.

**Thank you! Good luck!**