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
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 and Evy Vansielegehem, administrator international office incoming students, evy.vansielegehem@vives.be.

Remuneration
Housing: VIVES Erasmus Residence, Kortrijk

To apply
Send an e-mail to: tine.ternest@vives.be, eveline.leroy@vives.be and 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!