

Call Internship

International Office Applied Social Studies

VIVES University College 18-19

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 2018 (autumn semester) or 1st February 2019 (spring semester)

Place: VIVES University College, Applied Social Studies, 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

Pedagogical secretary International Classroom Global issues of the 21th century: presence list, creation and elaboration of peer-evaluation, creation of certificate of attendance...

Analysing Students satisfaction (survey, questionnaires...)

2 Events to prepare and assist (on 1st semester):

- International and intercultural Week Applied Social Studies
- 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

Remuneration

Housing: VIVES Erasmus Residence, Kortrijk

To apply

Send an e-mail to; eveline.leroy@vives.be, including:

- Short personalised presentation
- CV
- Motivation letter

Deadline: 29th of June 2018

At the end of June/the first week of July the skype conversation with all the candidates will follow, as also the confirmation.

Don't hesitate to contact us if you wish to have more information.

Thank you! Good luck!