INTERNSHIP OFFER AT EPHEC

EPHEC, A UNIVERSITY COLLEGE IN THE HEART OF EUROPE
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

Presentation

EPHEC counts +/- 5000 full-time students 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 (Woluwe-Saint-Lambert – Brussels District 1200).

Website

https://www.ephec.be/international/presentation

Contact person

Mrs BROOIJMANS, Director International Relations
b.brooijmans@ephec.be

Period of the internship

1st September 2020 - 23rd December 2020.
Slightly diverging dates can be discussed if appropriate

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

Job description

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.

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
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.