PLACEMENT OFFER

EMPLOYER INFORMATION

<table>
<thead>
<tr>
<th>Name of the organization</th>
<th>International Office, University of Burgundy</th>
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<tbody>
<tr>
<td>Address</td>
<td>Maison de l’Université Esplanade Erasme</td>
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<tr>
<td>Postal code</td>
<td>21000</td>
</tr>
<tr>
<td>City</td>
<td>DIJON Cedex</td>
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<tr>
<td>P.O. box</td>
<td>BP 27877</td>
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<tr>
<td>Telephone</td>
<td>00 33 3 80 39 52 87</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.u-bourgogne.fr/international.html">http://www.u-bourgogne.fr/international.html</a></td>
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PLACEMENT INFORMATION

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<tr>
<th>Department/Function</th>
<th>International Office (Student mobility service &amp; Centre of languages and cultures for everyone) / Administrative and event management assistant</th>
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| Description of activities | Student mobility service:  
- administration support of incoming and outgoing students;  
- informing incoming and outgoing students on applying procedures and helping them to organize their stay in |
| **France or abroad:** | - event management (welcoming days, international week…);
- potentially document translation French-English. |
|-----------------------|-------------------------------------------------------------------------------------------------|
| **Centre of languages and cultures for everyone:** | - participation in the administration tasks of the Centre (organization of course schedules and language certification);
- informing clients about Centre activities (self-study, evening classes, intensive courses…);
- training and supervision of foreign tutors;
- event management (Chinese New Year, St-Patrick’s Day, international lunches…). |

**Duration**

- 6 months: 1st of September 2015 – 26th of February 2016

**Conditions**

- 35 Hours per week.
- Remuneration: circa 550 € per month.

**Help with finding accommodation**

- Yes. Accommodation available on campus (traditional room for 211 euros/month or comfort room for 332 euros/month), possibility to obtain partial federal financial refund for housing.

**REQUIREMENTS**

**Skills and personal qualities**

- Fluent in French, both written and spoken, and if possible in English.
- Graduate or at least 4th year student.
- Study-abroad experience desirable.
- Very good interpersonal skills.
- Proficiency in computer skills.
- Creativity.

**Required documents**

Send your CV and cover letter in FRENCH to julie.canovas@u-bourgogne.fr

**Application deadline**

30th June 2015