# Internship offer at EPHEC University College - International Office

**BRUSSELS, BELGIUM - Spring Semester 2017-2018**

**Employer:**
HAUTE ECOLE EPHEC - Ecole Pratique des Hautes Etudes Commerciales  
Erasmus+ code : B BRUXEL 82 - International Office  
Avenue Konrad Adenauer  3 – 1200 BRUSSELS - BELGIUM

**Short introduction:**
EPHEC counts +/- 4300 full-time students and 150 staff members and offers 8 FULL-TIME PROFESSIONAL BACHELOR DEGREES (Business, IT and Technology), operating on 2 campuses in Brussels and 1 in Louvain-la-Neuve (30 km south). The intern will be working within the International Office on our BRUSSELS campus (Woluwé-Saint-Lambert – Brussels District 1200).

**Website:**
[http://www.ephec.be/international/erasmus](http://www.ephec.be/international/erasmus)

**Contact persons:**
- Mr SIMONIS Frédéric, International Relations Officer  
  [international@ephec.be](mailto:international@ephec.be)
- Mr GREGOIRE Jean-Michel, Institutional Erasmus Coordinator  
  [jm.gregoire@ephec.be](mailto:jm.gregoire@ephec.be)

The EPHEC International Relations Office’s mission is to promote, manage and develop the international dimension of our institution. The academic year 2017-2018 is full of challenges, developing a new “corporate image”, new mobility objectives, ever changing IT tools, a large group of incoming & outgoing students etc

**Period of the internships:**
Slightly diverging dates can be discussed if appropriate

**Working hours:**
Regular office hours: Approx. 7 h 15 min / day  
From 8.30 AM to 4.30 PM with a lunchtime break / 5 days a week  
Occasional weekend or evening missions connected with special activities

**Job Description:**
The internship will take place in the International Office at our Brussels Woluwé campus. It will consist of different missions related to our international activities. The main tasks will include:
- assisting in the administrative management of student and staff exchange (incoming, outgoing)
- working on international relations information material, producing information material, e.g. updating the website and intranet platforms
- correspondence with international partners
- assisting with the organisation of events such as guest students welcome and orientation days, study fairs, Erasmus activities and EPHEC international project weeks.
- filing students’ mobility documents
- other administrative tasks: update of data bases, surveys etc
- planning the creation of an ESN (Erasmus Student Network) branch
- updating a database for student accommodation

Skills & Profile required: We are looking preferably for 3rd-year students with an academic training in office management, business or communication studies or other related academic areas, with the following profile:
- Ability to work in an autonomous and proactive way, as well individually as in a team
- Stress resistant and easy-going (not shy)
- International experience, flexibility, curiosity and open-mindedness
- Working knowledge of Microsoft Office (WORD, EXCEL, other computer skills are an asset, especially SHAREPOINT)
- Fluency in English (preferably at least B2 level cf. European Framework)
- Good working command of French (preferably at least a B2 level)
- Other languages are also an asset (e.g. Spanish, German, Italian or Dutch)

Grant: The applicant student (M/F) will potentially benefit from an Erasmus+ (for EU partners) or Erasmus Belgica (for Flemish students within Belgium) Internship placement grant from his/her home institution.

Salary: No salary

Practicalities: A public transport pass for Brussels is offered for the internship period. Assistance in finding local accommodation will be provided.

Application deadline: 15 NOVEMBER 2017

Please send your application letter + CV (in English) + academic details (home institution coordinator, phone, E-mail) by e-mail to the EPHEC INTERNATIONAL OFFICE (for the attention of Mr Frédéric SIMONIS), by NOVEMBER 15th 2017 to international@ephec.be

You will be contacted by e-mail and/or phone for an interview in December 2017. Candidates from Belgian partner institutions in particular will be invited for an onsite visit. The chosen candidate will be confirmed by early December 2017.

Thank you for your interest in collaborating with us!

The Haute Ecole EPHEC International Team