Internship in VIVES, University of Applied Sciences, Belgium.

**Employer:**
VIVES, University of Applied Sciences, International office  
Study area Education, international office  
Study area Health Care, Nursing & Midwifery, international office

**Short introduction:**
VIVES has 13,500 students and 1,600 staff members. We are located in 5 different cities within West-Flanders. The intern will be working with the coordinators of the international office for Education and Nursing & Midwifery.

**Website:**

**Contact person:**
Education: Els Callens ([els.callens@vives.be](mailto:els.callens@vives.be))  
Health Care: Nele Vandeputte ([nele.vandeputte@vives.be](mailto:nele.vandeputte@vives.be))

**Period internship:**
End of January 2019 - End of June 2019 (Spring Semester)

**Working hours:**
40 hours/week

**Place for work:**
You would work on campus Kortrijk and campus Brugge.

**Contract:**
Preferable an Erasmus + SMP – Student Mobility Placement or other grant supported student mobility.

**Tasks:**
The internship would consist of different tasks related to the international office of both study areas. The main tasks would be:

- Assisting in student exchange (incoming & outgoing)
- Working on international relations social media, information material, producing information material, ...
- Correspondence with international partners
- Correspondence with colleagues and students from VIVES (in English)
- Assisting with event organization such as international week, information evening, ...
- Other administrative tasks

**Skills required:**
We are looking for a student from the area of business or communication or another suitable area, with:

- Professional English
- International experience
- Valid driver’s license (?)
• Basis knowledge of Microsoft Office (other computer skills are an asset)
• Independent & self-structured working
• Cultural awareness
• Communication skills (written and oral)
• Administration skills

Competences required:

• Flexibility
• Punctuality
• Creativity
• Initiative

Application: Send your application to els.callens@vives.be & nele.vandeputte@vives.be including:

• CV
• Motivation letter

We will select three candidates out of the applicants, with whom we will have a Skype Call after the application deadline.

Deadline: December 20th 2018

Accommodation: VIVES Erasmus Residence in Kortrijk.