

Call internship International Office

Education and Health Care (Nursing & Midwifery)

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:** www.vives.be/en
- Contact person:** Education : Els Callens (els.callens@vives.be)
Health Care : Nele Vandeputte (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**.