INTERNATIONAL OFFER AT EPHEC
5 or 6 months
From 1st September 2022

EPHEC, A UNIVERSITY COLLEGE IN THE HEART OF EUROPE
Position: Communication and event management for the Center for International Relations

The EPHEC Center for International Relations’ mission is to promote, manage and develop the international dimension & activities of our institution.

Presentation

HAUTE ECOLE EPHEC UNIVERSITY COLLEGE
Erasmus+ Institutional Code: B BRUXEL 82
Avenue Konrad Adenauer 3 – 1200 BRUSSELS - BELGIUM

Employer

EPHEC counts +/- 5000 full-time students and some 350 staff members 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

Mr SIMONIS, Incoming Mobility Officer
f.simonis@ephec.be

Period of the internship

01/09/2022 --> 15/01/2023
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 consist of different missions of:

Communication and event management related to the management of our incoming mobility and the organization of the International Days.

The main tasks will include:

Support for the organization of the International Days
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Updating & renewing of communication material, such as:  
- Student guides & information  
- Website  
- Videos, photos to be used on communication/promotional supports

Organizing events, trips and integration activities:
- Support for the organization of the Orientation week and Welcome meeting and other activities;  
- Suggest, organize, participate to social & cultural activities;  
- Organize international dinners, meetings with local students;  
- Organize I@H activities in which local students meet international students.

Organizing a "Buddy programme"
Create/organise the implementation of a "buddy programme" system to enable international students to be welcomed by local students in order to facilitate their integration at Ephec and in Brussels.

Skills & profile
We are looking preferably for students with an academic training in communication/events studies or other related academic areas or experience, with the following profile:

- Ability to work in an autonomous and proactive way, both individually and with the rest of the team  
- Stress resistant and easy-going (not shy), communicative and spontaneous  
- Feeling at ease in the presence of unknown staff and students  
- Flexibility, curiosity and open-mindedness  
- Punctual, precise and self-disciplined  
- Open to advice and self-questioning  
- Respecting discretion and confidentiality  
- Proactive  
- Previous international experience may be an asset  
- Very good command of basic Microsoft Office (Word, Excel, Powerpoint)  
- Working knowledge of other softwares (Adobe Pro, Indesign) and video editing software  
- Fluency in English (preferably at least B2 level cf. European Framework)  
- Other languages are an asset

The applicant student (M/F) is expected to benefit from an Erasmus+ grant from his home institution.

Salary
No salary  
A public transport pass for Brussels is offered for the internship period.

Practicalities
A public transport pass for Brussels is offered for the internship period.

How to apply?
- Application deadline: **10/06/2022**
  - Please send your application (Letter + CV (in English) by e-mail to:
  - Mrs Barbara Brooijmans, Director of International Relations
    
    E-mail: b.brooijmans@ephec.be
    
    by 10/06/2022 latest

Applicants will be contacted by e-mail & phone for an interview.