

EPHEC

INTERNSHIP OFFER AT EPHEC

5 or 6 months

From 1st September 2022

EPHEC, A UNIVERSITY COLLEGE IN THE HEART OF EUROPE

www.ephec.be

FALL

Position : Communication and event management for the Center for International Relations

SEMESTER 2022-23

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

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

Employer

Presentation

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 (Woluwé-Saint-Lambert - Brussels District 1200).

<https://www.ephec.be/international/presentation>

Website

Contact person

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

01/09/2022 --> 15/01/2023

Slightly diverging dates can be discussed if appropriate

Period of the internship

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

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.

Job description

The main tasks will include :

Support for the organization of the International Days

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.

Grant

Salary

No salary

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

Practicalities

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