



INTERNATIONAL OFFICE OF VIVES UNIVERSITY COLLEGE – CAMPUS ROESELARE

PLACEMENT OFFER

COMPANY	VIVES UNIVERSITY COLLEGE – Roeselare , international office
LOCATION	Wilgenstraat 32 (Department of Biotechnology) 8800 Roeselare Belgium
MAIN ACTIVITY	Assist the international coordinator
PLACEMENT OFFERED	<ul style="list-style-type: none"> - Make database of similar University colleges (that offer similar courses as we do) in order to establish inter-institutional agreements and to set up a new European network of University Colleges for Life Sciences - Assist international coordinator to find training places for outgoing students - Make a brochure to attract incoming students -
STUDENT PROFILE	Office management Good communication skills (mailing, phonecalls, ...) Good English. Knowledge of other languages is an advantage (e.g French,...) Good computer skills Mature, responsible, organized, able to work on his/her own
TYPE OF STUDIES	Any relevant discipline
LEVEL OF STUDIES	Undergraduate or postgraduate student
DESIRED SKILLS	Interested in international affairs Ability and willingness to train in basic computing (Word, Excel, Access, FileMaker, PowerPoint) Flexibility in approach to work
LANGUAGE	Fluent English – written and spoken To know more than one foreign language is considered as an advantage.
NATIONALITY	Any
STARTING DATE	Negotiable
DURATION	least 2 months up to maximum of 1 semester
SALARY	No financial contribution
ERASMUS/LEONARDO GRANT	To be applied by the home institution (or country) (SMP)

ACCOMMODATION	Student residence (from 216 -250 euro/month)
DEADLINE	Applications should include a CV and letter of interest. The deadline for receiving applications is a.s.a.p.
CONTACT	Mr Kristof Dewaele – international coordinator Wilgenstraat 32 8800 Roeselare BELGIUM Tel: +32 51 232330 Mobile+ 351 96 36 11794 E-mail: Kristof.Dewaele@vives.be URL: www.vives.be