

EMPLOYER INFORMATION	
Name of the organization	International Office, University of Burgundy
Address	Maison de l'Université Esplanade Erasme BP 27877 – 21 078 Dijon cedex France
Telephone	00 33 3 80 39 39 44
Website	<a href="http://www.u-bourgogne.fr/international.html">http://www.u-bourgogne.fr/international.html</a>
PLACEMENT INFORMATION	
Department/Function	<b>International Office:</b> Student mobility service and Communication office / <b>Administrative and communication assistant</b>
Description of activities	<p><b>Student mobility service:</b></p> <ul style="list-style-type: none"> <li>- administrative support for incoming and outgoing students;</li> <li>- potential document translation French-English.</li> </ul> <p><b>Communication office:</b></p> <ul style="list-style-type: none"> <li>- informing incoming and outgoing students about application procedures and how to organise either their stay in France or abroad;</li> <li>- event management: welcome days, international week...;</li> <li>- reception desk: responding to e-mails and receiving the public who may require information.</li> </ul>
Duration	5.5 months: January 8, 2018 - June 29, 2018.
Number of internship positions available	1 position.
Conditions	35 hours per week. Remuneration: approximately 500 € per month.
Former interns' interviews about their experience	Read the articles at <a href="#">our student portal</a> .
Help with finding accommodation	Yes. The intern can choose to live on campus in one of the student residences (traditional room: approximately 213 euros/month or comfort room: approximately 341 euros/month), possibility to obtain partial funding from CAF ( <a href="#">federal financial refund</a> ) for housing.
REQUIREMENTS	
Skills and personal qualities	<ul style="list-style-type: none"> <li>- Fluent in French, both written and spoken, and if possible in English.</li> <li>- <b>Interns must be registered as a student during the internship and be enrolled in either their 3<sup>rd</sup> year of Bachelor level or studying at Master level.</b></li> <li>- Study-abroad experience desirable.</li> <li>- Very good interpersonal skills.</li> <li>- Proficiency in computer skills.</li> <li>- Creativity.</li> </ul>
Required documents	Send your CV and cover letter in FRENCH to: <a href="mailto:julie.canovas@u-bourgogne.fr">julie.canovas@u-bourgogne.fr</a> .
Application deadline	10 <sup>th</sup> December 2017