



PLACEMENT OFFER

EMPLOYER INFORMATION

Name of the organization	International Office, University of Burgundy
Address	Maison de l'Université Esplanade Erasme
Postal code	21000
City and country	DIJON Cedex, France
P.O. box	BP 27877
Telephone	00 33 3 80 39 39 44
Website	http://www.u-bourgogne.fr/international.html

PLACEMENT INFORMATION

Department/Function	International Office (Student mobility service & Centre of languages and cultures for all) / Administrative and event management assistant
Description of activities	Student mobility service: <ul style="list-style-type: none">- administrative support of incoming and outgoing students;- informing incoming and outgoing students on applying procedures and helping them to organize their stay in France or abroad;

	<ul style="list-style-type: none"> - event management (welcome days, international week...); - potentially document translation French-English. <p>Centre of languages and cultures for all:</p> <ul style="list-style-type: none"> - participation in the administration tasks of the Centre (organization of course schedule and language certifications); - informing clients about Centre activities (self-study program, evening classes, intensive courses...); - training and supervision of foreign tutors; - event management (Chinese New Year, international lunches...).
Duration	- 6 months : January 3, 2017 – June 30, 2017
Number of internship positions available	- 2 positions
Conditions	<ul style="list-style-type: none"> - 35 Hours per week. - Remuneration: approximately 500 € per month.
Help with finding accommodation	- Yes. Accommodation available on campus (traditional room: approximately 213 euros/month or comfort room: approximately 337 euros/month), possibility to obtain partial federal financial refund for housing.

REQUIREMENTS

Skills and personal qualities	<ul style="list-style-type: none"> - Fluent in French, both written and spoken, and if possible in English. - Interns must have student status during the internship and be enrolled in 3rd year of Bachelor level or in Master level. - Study-abroad experience desirable. - Very good interpersonal skills. - Proficiency in computer skills. - Creativity.
Required documents	Send your CV and cover letter in FRENCH to julie.canovas@u-bourgogne.fr
Application deadline	23 rd October 2016