

# Call Internship

## International Office Applied Social Studies

### VIVES University College 18-19

### Job Description

Type of contract: preferable an Erasmus+ SMP – Student Mobility Placement or other grant supported student mobility.

Duration: 5 months (1 semester) or 10 months (full academic year)

Starting date: 1<sup>st</sup> September 2018 (autumn semester) or 1<sup>st</sup> February 2019 (spring semester)

Place: VIVES University College, Applied Social Studies, Doorniksesteenweg 145, 8500 Kortrijk, Belgium

### Profile

Formation - Diploma in preparation: Bachelor degree Business Studies Skills required:

Professional English

IT Tools (Office): Office tools, report, analysis, survey,..

Communication skills (written and oral)

Administration skills

Competencies required: flexibility, punctuality, creativity, initiative

### Job description

#### International office VIVES Applied Social Studies

Pedagogical secretary International Classroom Global issues of the 21th century: presence list, creation and elaboration of peer-evaluation, creation of certificate of attendance...

Analysing Students satisfaction (survey, questionnaires...)

2 Events to prepare and assist (on 1st semester):

- International and intercultural Week Applied Social Studies
- International Conference Week on Applied

Psychology Student Relations exchange students

Administration tasks

Contact person: Eveline Le Roy, coordinator international office VIVES Applied Social Studies, [eveline.leroy@vives.be](mailto:eveline.leroy@vives.be)

## Remuneration

Housing: VIVES Erasmus Residence, Kortrijk

## To apply

Send an e-mail to: [eveline.leroy@vives.be](mailto:eveline.leroy@vives.be), including:

- Short personalised presentation
- CV
- Motivation letter

## Deadline: 29th of June 2018

At the end of June/the first week of July the skype conversation with all the candidates will follow, as also the confirmation.

Don't hesitate to contact us if you wish to have more information.

**Thank you! Good luck!**