

## Call internship International Office

### Education and Health Care (Nursing & Midwifery)

Internship in VIVES, University of Applied Sciences, Belgium.

- Employer:** VIVES, University of Applied Sciences, International office  
Study area Education, international office  
Study area Health Care, Nursing & Midwifery, international office
- Short introduction:** VIVES has 13 500 students and 1 600 staff members. We are located in 5 different cities within West-Flanders. The intern will be working with the coordinators of the international office for Education and Nursing&Midwifery.
- Website:** [www.vives.be/en](http://www.vives.be/en)
- Contact person:** Education : Els Callens ([els.callens@vives.be](mailto:els.callens@vives.be))  
Health Care : Nele Vandeputte ([nele.vandeputte@vives.be](mailto:nele.vandeputte@vives.be))
- Period internship:** End of January 2019- End of June 2019 (Spring Semester)
- Working hours:** 40 hours/week
- Place for work:** You would work on campus Kortrijk and campus Brugge.
- Contract:** Preferable an Erasmus + SMP – Student Mobility Placement or other grant supported student mobility.
- Tasks:** The internship would consist of different tasks related to the international office of both study areas. The main tasks would be:
- Assisting in student exchange (incoming & outgoing)
  - Working on international relations social media, information material, producing information material, ...
  - Correspondence with international partners
  - Correspondence with colleagues and students from VIVES (in English)
  - Assisting with event organization such as international week, information evening,...
  - Other administrative tasks
- Skills required:** We are looking for a student from the area of business or communication or another suitable area, with:
- Professional English
  - International experience
  - Valid driver's license (?)

- Basis knowledge of Microsoft Office (other computer skills are an asset)
- Independent & self-structured working
- Cultural awareness
- Communication skills (written and oral)
- Administration skills

Competences required:

- Flexibility
- Punctuality
- Creativity
- Initiative

Application: Send your application to [els.callens@vives.be](mailto:els.callens@vives.be) & [nele.vandeputte@vives.be](mailto:nele.vandeputte@vives.be) including:

- CV
- Motivation letter

We will select three candidates out of the applicants, with whom we will have a Skype Call after the application deadline.

Deadline: December 20<sup>th</sup> 2018

Accommodation: VIVES Erasmus Residence in Kortrijk.