



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
Contact person:	Education : Els Callens (els.callens@vives.be) Health Care : Nele Vandeputte (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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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 & 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 20th 2018

Accommodation: VIVES Erasmus Residence in Kortrijk.