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:

- 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 & 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.