

Internship Opportunity – Global Engagement Office

VIVES University of Applied Sciences – Business Department

Kortrijk, Belgium

Location

The internship takes place at the Global Engagement Office (G.E.O.) of the Business Department.

Period

September 2026 – January 2027

Main Tasks

The intern will work closely with the staff of the Global Engagement Office and support incoming exchange students within the Business Department. The role also includes welcoming and assisting guest lecturers at the VIVES Business Academy.

The student will be involved in the daily management of the exchange programme and in a variety of internationalisation activities. In addition, the intern will play an active role in organising the International Staff Week in November.

Profile

This internship is especially suitable for students with a business background or an interest in business and international education. However, students from other academic backgrounds are also welcome to apply.

Credits

The internship can be included in the student's Learning Agreement and recognised with a number of ECTS credits.



ARE YOU OUR NEXT INTERN ?

WHAT? *

- ADMIN TASKS
- FOLLOW-UP INCOMING STUDENTS
- FOLLOW-UP INCOMING LECTURERS
- SUPPORT DURING INTERNATIONAL STAFF WEEK

HOW?

- APPLY FOR ERASMUS GRANT AT HOME UNI
- VOLUNTEER REMUNERATION AT VIVES



vives Global Engagement Office

WHEN?

SEP - JAN
2026-2027

WHERE?

GLOBAL
ENGAGEMENT
OFFICE
(BUSINESS DEPARTMENT)

INTERESTED?

Contact Stéphanie Bovie
stephanie.bovie@vives.be

REQUIREMENTS?

- B2 ENGLISH
- MS OFFICE (EXCEL & WORD)
- CV
- MOTIVATION LETTER

* students can combine the internship with a number of courses from our VSA programme but must be present at the office for a min. of 4 days per week. Number of credits: to be determined with coordinator and student.