# 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 20th 2018

Accommodation: VIVES Erasmus Residence in Kortrijk.