

EMPLOYER INFORMATION	
Name of the organization	International Office, University of Burgundy
Address	Maison de l'Université Esplanade Erasme BP 27877 – 21 078 Dijon cedex France
Telephone	00 33 3 80 39 39 44
Website	http://www.u-bourgogne.fr/international.html
PLACEMENT INFORMATION	
Department/Function	International Office: Student mobility service and Communication office / Administrative and communication assistant
Description of activities	<p>Student mobility service:</p> <ul style="list-style-type: none"> - administrative support for incoming and outgoing students; - potential document translation French-English. <p>Communication office:</p> <ul style="list-style-type: none"> - informing incoming and outgoing students about application procedures and how to organise either their stay in France or abroad; - event management: welcome days, international week...; - reception desk: responding to e-mails, telephone calls, and receiving the public who may require information.
Duration	3.5 months: September 4, 2017 - December 15, 2017.
Number of internship positions available	1 position.
Conditions	35 hours per week. Remuneration: approximately 500 € per month.
Former interns' interviews about their experience	Read the article J'ai fait un stage à l'uB at our student portal.
Help with finding accommodation	Yes. The intern can choose to live on campus in one of the student residences (traditional room: approximately 213 euros/month or comfort room: approximately 337 euros/month), possibility to obtain partial funding from CAF (federal financial refund) for housing.
REQUIREMENTS	
Skills and personal qualities	<ul style="list-style-type: none"> - Fluent in French, both written and spoken, and if possible in English. - Interns must be registered as a student during the internship and be enrolled in either their 3rd year of Bachelor level or studying at Master level. - Study-abroad experience desirable. - Very good interpersonal skills. - Proficiency in computer skills. - Creativity.
Required documents	Send your CV and cover letter in FRENCH to julie.canovas@u-bourgogne.fr .
Application deadline	25 th June 2017