

We are recruiting an

INTERN

INTERNATIONAL RELATIONS SERVICE

Type of recruitment	Location
<p><i>INTERNSHIP</i></p> <p><i>Internship agreement covering the period : 01/09/2019 - 28/02/2020</i></p>	<p><i>IAE</i></p> <p><i>525, avenue Centrale</i></p> <p><i>38400 St Martin D'Hères</i></p> <p><i>France</i></p>

Context and working environment

The Université Grenoble Alpes is a world-class multidisciplinary university located in the heart of the Alps, in both an exceptional scientific and natural environment. The university features in all major international rankings (top 150 universities in the world - Shanghai ranking) and is a member of the ComUE Université Grenoble Alpes as well as a partner in the French Idex project.

It consists of 23 institutions, including the ESPE, 3 technology university institutes, 1 engineering school, 1 IAE management school and more than 80 research laboratories. It has more than 45,000 students and 3200 teaching, research and teaching staff, as well as 2,600 support and guidance staff.

Find out more about Université Grenoble Alpes (UGA) here: www.univ-grenoble-alpes.fr

Description of the institution

Grenoble IAE has nearly 2,000 students, 450 of whom are international students. Its programs include 3 professional degrees, 1 Bachelor and 23 Master's degrees either as initial graduate study, apprenticeship, continuing education or offshore programs.

The IAE relies on 40 administrative staff members, 70 permanent teachers and a network of more than 400 guest contributors to carry out its missions. The IAE also runs a few programs at its site in Valence.

Internship description and tasks

The intern, reporting to the head of International Relations and working alongside International Relations staff members, will have the following tasks:

- Welcome Grenoble IAE international students with the incoming mobility manager (inform, advise and guide international students in their administrative procedures but also give them any useful information to fully enjoy their stay in France).
- Connect local and international students
- Connect international students with IAE student organizations and campus-based student organizations.
- Run the Grenoble IAE international room (a bright and welcoming room dedicated to the school's international activities). This room must be one of the showcases of the school's international activities. A place for both local and international students to meet and get to know one another.
- Organize and lead events with an international dimension (e.g. language exchanges, sponsorship, themed evening events, global village, games, a language conversation club to promote the different languages and cultures present at the IAE, international week etc.)
- Accompany groups during company or cultural visits
- Contribute to the school's internationalization work and projects.

Restrictions and constraints:

Leave of absence to be taken during teaching breaks.

Flexible hours at certain times of the academic year (busy periods, organization of exams, start of the academic year to welcome students).

Key skills and knowledge required:

- Knowledge of the University's role, organization and missions;
- Knowledge of office software tools (Zimbra, Word, Excel) and social media
- Gather and relay both oral and written information
- Organize and plan activities according to priorities
- Demonstrate interpersonal skills, autonomy and teamwork skills (with department members, students, other departments of the institution, university and partner organizations);
- Know how to be accountable and proactive
- English level C1
- French level B1/B2
- Other language(s) a plus
- Strong interpersonal skills
- Creative, innovative, dynamic
- International experience a plus (internship, Erasmus etc.)

For students studying :

Events, communication, interpreting, translation, international relations

General information

Compensation: in compliance with current legislation.

Benefits:

- Annual leave entitlement: 45 working days
- Hours per week: 35 hours
- Subsidy possibilities: canteen, public transport, extracurricular and cultural activities....
- Sports facilities

Recruitment procedure

↳ **Interested candidates must send electronically:** a résumé and covering letter, to:

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