

International Relations and Events Assistant - Internship

Title : *International Relations and Events Assistant - Internship*

Context/environment: The intern participates in the development and implementation of the International communication strategy. He/she will be a driving force for the implementation of new student support strategies and will provide technical and logistical assistance to IRO staff members.

Department : International Relations Office

Starting : ASAP

Duration : 3-4 months

Missions:

International monitoring and cooperation:

- He/she will assist the cooperation officers in the analysis and management of agreements: audit of existing partnerships (within the framework of the Erasmus + programme, renewal project)
- He/she will enter information in MoveOn (service database)
- He/she will monitor international funding and partners.

International students reception:

- The intern will participate in the organisation and running of semestrial integration events on campus (meals, games, outings, dances, etc).

Events:

- He/she will participate, on a larger scale, in the preparation and organisation of an international promotion event to be held in October 2020.

Communication/Translation:

- He/she will update and translate the communication materials and will take part in the development of new strategies to improve the editorial content.
- He/she will contact students to produce video testimonials and conduct interviews in French or English.

International staff reception:

- He/she will help to organise visits by delegations and visiting researchers (welcome kits, multilingual campus tours).

International Relations Office

Contact: claire.levacher@u-bordeaux-montaigne.fr

Requirements :

- Excellent English proficiency (French proficiency would be an advantage).
- Excellent interpersonal and communication skills to foster team interaction and synergy
- Good writing skills
- General knowledge of administrative procedures.
- Good listening and summarising skills in order to target the information and needs of the colleagues
- Good organisational skills
- Research, verify and classify information
- Inform and report
- Work in collaboration with internal and external collaborators.

Personal skills :

- Teamworking
- Organisation skills
- Communication skills
- Excellent writing skills
- Sense of discretion and diplomacy