INTERNSHIP OFFER at ERASMUS OFFICE

**AVAILABILITY:** The positions we are offering to undergraduate/bachelor’s/ master’s /Ph.D. students are available throughout the entire mobility period and it’s very flexible with dates and periods. **DURATION:** The preference is for a 3-6 months internship, but we can consider shorter – longer periods. **SPOKEN LANGUAGE:** English

**ACTIVITIES:**

● The tasks are varied and include:  
● Assist management and staff in multiple tasks.  
● Administration tasks (answer the phone, write emails, contact incoming, back-office tasks).  
● Customer service.

● Filing operations and documentation.  
● Social media and web management.  
● Traditional and digital activities.  
● Customer care.  
● Helping office development.

● Take a part in the International Conferences or Consortiums related to Erasmus+ Programmes. (If he/she is a volunteer).

**REQUIREMENTS:**

● We expect applications from candidates with "Erasmus+" scholarship.  
● Candidate field of study: All disciplines and departments.

● All levels of the studies are accepted. (Short Cycle or equivalent, Bachelor, Master)  
● Motivation is the most important thing we consider.  
● More than b1 English level is preferable as well as a good disposition, communication and teamwork skills. But also Arabic or Turkish make candidates further selected.  
● Basics on Excel and Word.

● We would like to host a trainee for at least 2 or 3 months.

**IN ADDITION:**● Flexible working hours depend on the workload of the office and season.  
● Coffee included.  
● Great work environment (we use to go out together after work).

●  We will help the trainee about every information that it's needed. (Accommodation, Transportation, Residence requirements, etc.)

Tasks of the International Exchange Section:

The International Exchange Section deals with coordination and administrative support of international mobility of KUL students and staff in the framework of EU educational programmes. The tasks of the Section include in particular:

* Coordination and administrative support of the Erasmus+ Key Action 1: Learning Mobility of Individuals (bilateral agreements, outgoing and incoming student mobility for studies, outgoing and incoming student mobility for placements/traineeships, outgoing and incoming teaching staff mobility, outgoing and incoming staff training mobility, organisation of mobility, promotion and dissemination activities);
* Coordination and administrative support of mobility of students and staff in the framework of other EU educational programmes;
* Networking and cooperation with foreign partners with regard to mobility;
* Development and implementation of own projects related to mobility of students and staff (Measure I - Mobility projects within the Scholarship and Training Fund, International Mobility of Disabled Students and Students from Disadvantaged Backgrounds within PO WER programme);
* Development and dissemination of information about mobility opportunities for students and staff (e.g. own website, contacts with students and staff, organisation of information meetings, seminars, trainings for KUL students and staff);
* Development and dissemination of information materials in English about the university (e.g. Guide for Erasmus Students, Courses in English);
* Preparation of statistical data and reports related to mobility in the framework of EU educational programmes for the university, Ministry of Science and Higher Education, Bureau for Academic Recognition and International Exchange, national and international rankings, etc.;
* Dissemination of information about the changes in the European Higher Education Area (the Bologna Process, ECTS, etc).