

## 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**

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**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