



PLACEMENT OFFER

EMPLOYER INFORMATION

Name of the organization	International Office, University of Burgundy
Address	Maison de l'Université Esplanade Erasme
Postal code	21000
City	DIJON Cedex
P.O. box	BP 27877
Telephone	00 33 3 80 39 52 87
Website	http://www.u-bourgogne.fr/international.html

PLACEMENT INFORMATION

Department/Function	International Office (Student mobility service & Centre of languages and cultures for everyone) / Administrative and event management assistant
Description of activities	Student mobility service: <ul style="list-style-type: none">- administration support of incoming and outgoing students;- informing incoming and outgoing students on applying procedures and helping them to organize their stay in

	<p>France or abroad;</p> <ul style="list-style-type: none"> - event management (welcoming days, international week...); - potentially document translation French-English. <p>Centre of languages and cultures for everyone:</p> <ul style="list-style-type: none"> - participation in the administration tasks of the Centre (organization of course schedules and language certification); - informing clients about Centre activities (self-study, evening classes, intensive courses...); - training and supervision of foreign tutors; - event management (Chinese New Year, St-Patrick's Day, international lunches...).
Duration	- 4 months : 1 st of March 2016 – 30 th of June 2016
Conditions	<ul style="list-style-type: none"> - 35 Hours per week. - Remuneration: circa 550 € per month.
Help with finding accommodation	- Yes. Accommodation available on campus (traditional room for circa 215 euros/month or comfort room for circa 335 euros/month), possibility to obtain partial 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. - Graduate or at least 4th year student. - Study-abroad experience desirable. - Very good interpersonal skills. - Proficiency in computer skills. - Creativity.
Required documents	Send your CV and cover letter in FRENCH to student.mobility@u-bourgogne.fr
Application deadline	1 st December 2015