



## PLACEMENT OFFER

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### EMPLOYER INFORMATION

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

### PLACEMENT INFORMATION

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

	<p>France or abroad;</p> <ul style="list-style-type: none"> <li>- event management (welcoming days, international week...);</li> <li>- potentially document translation French-English.</li> </ul> <p><b>Centre of languages and cultures for everyone:</b></p> <ul style="list-style-type: none"> <li>- participation in the administration tasks of the Centre (organization of course schedules and language certification);</li> <li>- informing clients about Centre activities (self-study, evening classes, intensive courses...);</li> <li>- training and supervision of foreign tutors;</li> <li>- event management (Chinese New Year, St-Patrick's Day, international lunches...).</li> </ul>
<b>Duration</b>	- 6 months : 1 <sup>st</sup> of September 2015 – 26 <sup>th</sup> of February 2016
<b>Conditions</b>	<ul style="list-style-type: none"> <li>- 35 Hours per week.</li> <li>- Remuneration: circa 550 € per month.</li> </ul>
<b>Help with finding accommodation</b>	- Yes. Accommodation available on campus (traditional room for 211 euros/month or comfort room for 332 euros/month), possibility to obtain partial <a href="#">federal financial refund</a> for housing.

## REQUIREMENTS

<b>Skills and personal qualities</b>	<ul style="list-style-type: none"> <li>- Fluent in French, both written and spoken, and if possible in English.</li> <li>- Graduate or at least 4<sup>th</sup> year student.</li> <li>- Study-abroad experience desirable.</li> <li>- Very good interpersonal skills.</li> <li>- Proficiency in computer skills.</li> <li>- Creativity.</li> </ul>
<b>Required documents</b>	Send your CV and cover letter in FRENCH to <a href="mailto:julie.canovas@u-bourgogne.fr">julie.canovas@u-bourgogne.fr</a>
<b>Application deadline</b>	30 <sup>th</sup> June 2015