

Offer for Erasmus Student Work Placement in international Relations

Object of the work placement offer: workplacement that could enter within the framework of "Erasmus Placement SMP"

Suggested duration: between 1/09/2015 and 30/06/2016

Working time per week: 35 hours

Workplacement location: ENIM - Direction des Relations Internationales (DRI)

1 Route d'Ars Laquenexy – CS 65820 – 57078 METZ CEDEX 3

Gratification : 546 euros per month

OFFER DESCRIPTION	
Mission	The international office (IO) receives more than 100 international students each year and manages the engineering students' outgoing mobility.
Training activities	<ul style="list-style-type: none"> ◆ Supporting of the incoming mobility ◆ Providing information about outgoing and incoming mobility of students (degree training and non degree training) and staff; ◆ Preparing the contacts regarding outgoing mobility of all categories (studies, placement, teaching assignment, staff for training); ◆ Promoting international mobility ◆ Updating and upgrading the administrative procedures ◆ Publishing updates on the intranet
Skills / abilities	<p>Necessary skills / abilities</p> <ul style="list-style-type: none"> ◆ Be a fresh graduate or be in the last year of university studies in human sciences / law / political sciences / international relations / project management or related domains ◆ International Experience (Erasmus, long stays, other internships, etc.)

	<ul style="list-style-type: none"> ◆ Knowledge in Microsoft office (Excel, Access, powerpoint...) ◆ Fluency in English (level B2) ◆ Good working knowledge in French language ◆ Speaking another language would be an asset ◆ Interpersonal skills ◆ Team spirit, autonomy and adaptability
Skills developed during the internship	<p>Skills developed during the internship</p> <ul style="list-style-type: none"> ◆ Global vision of a national school in the heart of Europe, but more specifically of missions of an international office in the context of the new European and international programmes ◆ Understanding the management of the incoming/outgoing students ◆ Understanding the work between international partners and the various international programmes ◆ Learning to work with collaborative tools and to build his/her international network ◆ Learning how the French Higher Education system works

For more information, please contact Dr. Latifa REZG - International cooperation coordinator:
+33 (3).87.34.66.63

Application

The application must include the following documents :

- ◆ Curriculum vitae in French or in English
- ◆ Motivation letter
- ◆ Proof of the language level in French and/or in English
- ◆ All the applications must be sent by mail to rezg@enim.fr before July 15th, 2015, for the beginning of the internship during September 2015.
- ◆ Applications can be sent as long as the offer is on-line, for a later internship.
- ◆ An answer will be sent to the candidate for July 2015