Auslandspraktikum
Praktikumsplatz-Angebot
für den Bereich
Administration

Land, Ort: Belgien, Brüssel
Einrichtung: Université Saint-Louis de Bruxelles
Ansprechpartner: Frau Francoise Paulus
Telefon: 00 32 (0) 2 211 79 13
Email: francoise.paulus@usaintlouis.be
Webseite: www.usaintlouis.be
Start / Dauer: ab sofort / bis 15.07.15
Bezahlung: 60Euro/Monat
Beschreibung: Working at Université Saint-Louis de Bruxelles in the
International relations Service

Activities:
- provide support to the International Team in general
  administrative tasks
- prepare, copy and classify documents
- prepare and send e-mails to specific groups
- prepare the exams schedules with the International Team
- send documents by post to specific groups
- organize the exchanges of incoming and outgoing students
- check the registration documents of incoming students...

You get a monthly grant of 60,00 EUR for your accomodation.
The team will help you to find accomodation.
Anforderungen:

Student profile:
Bachelor or Master student

Type of studies:
Any but international relations, languages and communication preferred

Essential Requirements:
Ability to work in an international environment, sociability, organization, responsibility, capacity to work in a team, computer knowledge, punctuality, open to multitasks work, ability to take initiatives ...

Language requirements:
- French : indispensable (B2)
- English : indispensable (B2 or C1)
- Other languages are an asset

Desired skills:
Enthusiasm, very good oral and communication skills, time management skills, patience, politeness, tidiness?

Documents to send:
- Cv and photo
- motivation letter

Stipendium:
Mögliche Förderung über ERASMUS-Stipendien für Auslandspraktika.