

Erasmus Student Work Placement at Arts et Métiers ParisTech (Lille, France)

EMPLOYER INFORMATION	
Name of organization	Arts et Métiers ParisTech International Relations Office
Address inc post code	Arts et Métiers ParisTech Direction Générale, 8 boulevard Louis XIV, 59046 Lille
Telephone	+33 3 20 62 09 87, + 33 3 20 59 03 11 92
E-mail	Audrey.stewart@ensam.eu
Website	http://www.ensam.eu
Short description of the company	Arts et Métiers is a leading Graduate School of Engineering in France with 8 campuses throughout France. Each year 1000 students graduate with an Engineering Degree. International mobility is compulsory for all students.

CONTACT DETAILS	
Contact person for this placement	Audrey Stewart
Department and designation / job title	Head of International Relations Office,
Direct telephone number	+33 3 20 62 09 87
E-mail address	Audrey.stewart@ensam.eu

PLACEMENT INFORMATION

Department / Function	International Relations Office
Description of activities	<p>The person will work in the International Relations Department at the head office in Lille. He/she will be part of a team of 6 people and will participate in the everyday activities of the International Office which manages both incoming and outgoing students.</p> <p style="text-align: center;">Missions</p> <ul style="list-style-type: none"> ➤ Updating the file for university partnership agreements (ERASMUS and bilateral agreements) ➤ Helping with outgoing mobility – grants, filing and preparing the grant requests for the grant commission ➤ Helping with incoming mobility : receiving and treating recruitment requests from exchange students and other foreign students ➤ Helping French students with their application forms for British universities ➤ General administrative tasks in the International Office
Location	Lille, France
Duration	3 to 6 months (mid January – end June 2012) negotiable, as soon as possible
Working hours per week	35 hours/week
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Other	For internship less than 3 months, no gratification, for internships more than 3 months 417 euros per month

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English (B2 English language certificate), French : good working knowledge, conversational and written French
Computer skills and level of skills required	User level, knowledge of Excel, Word, powerpoint,
Other	Good team skills, mature and sense of responsibilities