



## UNIVERSITY OF BURGUNDY

Internship offer at the International office: academic year 2018 - 2019

EMPLOYER INFORMATION	
Name of the institution	University of Burgundy's International office
Address	Université de Bourgogne (University of Burgundy) Maison de l'Université Esplanade Erasme BP 27877 - 21 078 DIJON Cedex France
ERASMUS code of the institution	F DIJON 01
Website	FR: <a href="http://www.u-bourgogne.fr">http://www.u-bourgogne.fr</a> ; ENG: <a href="http://en.u-bourgogne.fr/">http://en.u-bourgogne.fr/</a>

ELEGIBLE CANDIDATES AND APPLICATION PROCEDURE	
Skills and personal qualities	Native English speakers with a good knowledge of the French language - at least <b>B2</b> or <b>C1</b> level - as the official working language is French. Study or work abroad experience desirable. Creativity. Very good interpersonal skills. Proficiency in computer skills. Interns must be registered as students during the internship and be enrolled in either their 3 <sup>rd</sup> year of Bachelor level studies or studying at Master level.
How to apply?	Send your CV and cover letter in FRENCH to the following email address: <a href="mailto:international@u-bourgogne.fr">international@u-bourgogne.fr</a> stating which internship period you are applying for (2018: September to December OR 2019: January to June). Application deadline: <ul style="list-style-type: none"> <li>- 31<sup>st</sup> May 2018 for the internship starting in September 2018;</li> <li>- 2<sup>nd</sup> December 2018 for the internship starting in January 2019.</li> </ul>

INTERNSHIP OFFER INFORMATION	
Function	Administrative and communication assistant.
Unit	The intern will help colleagues in the International office, working in the <i>Student mobility unit</i> as well as with the Communication manager.
Description of activities	<p>Student mobility unit:</p> <ul style="list-style-type: none"> <li>- Handling application files of incoming and outgoing exchange students.</li> </ul> <p>Communication:</p> <ul style="list-style-type: none"> <li>- Translating and updating documents and the uB website from French to English and verification of translated documents;</li> <li>- Responding to e-mails and receiving the public who may require information about going abroad or studying at the University of Burgundy...;</li> <li>- Helping organize different events: welcome days for international students, uB international week, international staff week...</li> </ul>
Number of positions available and duration of internship	<p>2 positions - one for each semester:</p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> semester : 3<sup>rd</sup> September 2018 - 21<sup>st</sup> December 2018;</li> <li>- 2<sup>nd</sup> semester : 7<sup>th</sup> January 2019 - 28<sup>th</sup> June 2019</li> </ul>
Working hours	35 hours/week from Monday to Friday. In exceptional cases interns can be asked to work on week-ends if important events take place, i.e. Welcome days for international students. In agreement with their supervisors, interns can potentially get days off during the official University vacations and for their academic obligations i.e. exams.
Salary	Approximately 500 € per month. Additionally, interns can apply for Erasmus+ grant for internships at their home universities.
Accommodation	The International office can reserve a room on campus in one of the student residences for the interns. Two choices of room are available: a single traditional room for approximately 213 euros/month or a single comfort room for approximately 341 euros/month. Housing expenses are paid for by the interns themselves. If eligible, interns can also apply for partial funding for housing from the <a href="#">CAF</a> (federal financial refund).
Advantages	<p>Interns will have University of Burgundy's student status which offers many advantages:</p> <ul style="list-style-type: none"> <li>- access to the student restaurants and cafeterias (3.25 euros/meal);</li> <li>- free access to university libraries;</li> <li>- acquisition of <i>Culture card</i> which costs 5 euros and gives access to many cultural events for unique price of 5.50 euros;</li> <li>- free access to the University Medical centre;</li> <li>- free access to more than 50 sport activities;</li> <li>- reduced prices for evening language courses at University Language centre (approximately 40 euros/semester);</li> <li>- access to uB student associations;</li> <li>- acquisition of City of Dijon welcome card with free access to many cultural and sport activities in the city;</li> <li>- ...</li> </ul>
Former intern experiences	Read the articles on <a href="#">our student portal</a> : Here you can find <a href="#">Arla, Veronika, Jacqueline and John's experience</a> as well as <a href="#">Maddie's testimonial</a> .