Object of the internship offer: internship that could enter within the framework of "Erasmus Placement SMP"

Suggested duration: between 1/09/2014 and 30/06/2015

Working time per week: 35 hours

Internship location:
ENIM - Direction des Relations Internationales (DRI)
1 Route d’Ars Laquenexy – CS 65820 – 57078 METZ CEDEX 3

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<th>OFFER DESCRIPTION</th>
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<td><strong>Mission</strong></td>
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| **Training activities** | ♦ 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 the international mobility  
♦ Updating and upgrading the administrative procedures  
♦ Publishing updates on the intranet |
| **Skills / abilities** | Necessary skills / abilities  
♦ 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.) |
Skills developed during the internship

Knowledge in Microsoft office suite (excel, Access…)
- Fluent in English (level B2)
- Good working knowledge in French
- Speaking another language would be an asset
- Interpersonal skills
- Team spirit, autonomy and adaptability

Skills developed during the internship

- 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 REZ G - 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, 2014, for the beginning of the internship during September 2014.

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 27th 2014.