



Leonardo da Vinci Placement at the International Relations and Mobility Office of the Vrije Universiteit Brussel (VUB)

EMPLOYER INFORMATION	
Name of Organization	<p>The Vrije Universiteit Brussel (VUB) is a dynamic and modern university with two parkland campuses in the Brussels Capital Region: the main campus in Etterbeek is home to seven faculties. In Jette you can find the medical campus and the University Hospital.</p> <p>High quality education and research are central focal points. Our research teams are internationally recognized in many disciplines of fundamental and applied research.</p> <p>The VUB is centrally situated in the capital of Europe, our university takes up its role as an ambassador for Flanders and Brussels, in a spirit of active pluralism and open mindedness.</p> <p>The International Relations and Mobility Office supports an integrated internationalization policy, implements strategies and runs international projects. The Office supports all incoming and outgoing students in their mobility and invites all students and staff to work together on an international campus.</p>
Contact Person	Dr. Jacqueline Couder Head International Relations and Mobility Office
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JOB DESCRIPTION	

Duration	<p>± 26 weeks</p> <p>Start date as of September-October 2012</p>
Working Hours	38 hours/week
Project Description	<p>The Brussels University Alliance</p> <p>The Brussels University Alliance, a very ambitious project from Vrije Universiteit Brussel (VUB) and the Université Libre de Bruxelles (ULB).</p> <p>To strategically strengthen the position of Brussels, and in particular of VUB and ULB, in an international context, the Brussels University Alliance was created by VUB and ULB. VUB and ULB are working together to gain the status of a broadly international university, where international communities consisting of experts and experts-to-be work together in educational and research programmes with one common objective: sustainable innovation. Vice-versa, the presence of foreign students and researchers must also benefit the Belgian students and researchers on our own campuses. The Brussels University Alliance will become a strong alliance, in which other partners will be invited to participate.</p> <p>BUA is managed by a Strategic Advisory Board. The Advisory Board has defined 4 working groups (WG): Governance, Communication, Resources, Roadmap which will define the future development of BUA. These working groups need administrative support to become fully operational.</p>
Tasks LdV intern	<p>The intern will assist the director to further develop the BUA-project.</p> <p>Tasks:</p> <ul style="list-style-type: none"> - Prepare the meetings of the working groups; - Take minutes during different meetings; - Offer administrative support to the director; - Offer administrative support to new BUA-projects; - Prepare meetings with external partners; - Prospect for new potential BUA partners; - Assist in writing project proposals to attract external funding.
Requirements	<ul style="list-style-type: none"> - Fluency in English - Sound knowledge of Microsoft Office Applications (Word, Excel, Outlook) - Strong communication skills - Strong organizational skills - Knowledge of project writing

	<ul style="list-style-type: none"> - Bachelor or Master degree - Entitled to a Leonardo da Vinci scholarship
What do we offer	<ul style="list-style-type: none"> - Enjoy a green campus - Healthy meals at a very reasonable price at the VUB-restaurant - Use of sport facilities on campus at student rate - Lots of cultural events - Work in a pleasant international environment - Work and live in Brussels, the capital of Europe
How to apply	<p>Please send</p> <ul style="list-style-type: none"> - a motivation letter - curriculum vitae <p>by email to international.relations@vub.ac.be.</p> <p>Please mention “LdV internship BUA”. Specify in your motivation letter the possible start date of your internship (between Sept-Oct 2012) and number of weeks.</p> <p>Deadline for application 15 August 2012.</p>

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