

Name of the hosting institution in France	Université Polytechnique Hauts-de-France
Name of the host laboratory / research team	International Relations Office
Address	International Relations Office, Université Polytechnique Hauts-de-France, Campus Mont Houy, 59313 VALENCIENNES Cedex 9
Name of the supervisor	Jonathan BRINDLE
Function	Head of the International Relations Office
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Internship offer

Topic of the internship (title)	Internship in the International Relations Office			
Proposed dates of the internship	Start	02/09/2024	End	20/12/2024

Scientific and academic objectives of the internship:

Coordinating structure made up of officers whose mission is entirely linked to international affairs, the International Relations Office of the Université Polytechnique Hauts-de-France has as main missions: the management of incoming mobility and outgoing students and staff (reception, information and advice, administrative follow-up) and associated financial support; the management of international projects; the animation of the international network of the University; as well as the management, monitoring and renewal of international agreements.

Under the supervision of the director, you will assist the International Relations Office team members (14 people) in different areas. You will get the opportunity to help out in daily activities related to marketing, development and project management.

Specific Tasks:

- Support the officers in charge of promoting the IRO activities
- Assist in preparing the international trips
- Collect and analyze data (e.g agreements, mobilities)
- Participate in the reception of international students and/or staff

Industrial partner

Does the project involve a French industry partner?	No
Name	/
Role of the industrial partner in the internship project	/
Main contact	/
Email	/
Main contact industrial partner's branch in Australia	/
Email	/

Australian partner

Is the internship project proposed in the framework of an existing collaboration with an Australian partner university?	No
Name of the Australian partner institution	/
Lab/department/team involved in the collaboration	/
Main contact in the Australian partner institution	/
Function	/
Email	/
Outside of this ongoing collaboration, will students from other Australian universities be considered by the hosting institution in France?	[Select Yes/No]

Expected profile of applicant

Level of study	Master
Discipline	Business administration, Humanities, Languages, Management or equivalent
Prerequisite knowledge, qualities and skills	Be comfortable with new information and communication technologies, have good knowledge of the Office suite, intermediate to advanced Excel skills
Language of Internship	English
Other specific eligibility criteria	Knowledge of French is a big advantage