

Assistant Project Manager for Short Term Programmes (International Office)

Based in Dijon, France

INTERNSHIP DESCRIPTION

Internship Summary:

Provides administrative help in the promotion and organisation of short-term programmes taking place at BSB under the direction of the Project Manager for Short-Term Programmes.

Starting date: January 2nd, 2023

Ending date: June 30th, 2023

CHARACTERISTIC TASKS AND RESPONSIBILITIES

May include any and/or all of the following:

- Participates in the marketing and promotion of BSB short-term programmes
- Participates in the organisation of BSB short-term programmes (booking classrooms and material, preparing communication and administrative documents, etc.), liaises with BSB staff and external providers (bus companies, hotels, cultural sites, etc.), assists participating students with administrative procedures and logistics
- Provides help in the management of outgoing and incoming student mobility at BSB under the supervision of the International Relations Managers and Assistants.
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KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Marketing and Communication skills
- Ability to operate various software applications and manage social media
- Perfect written and verbal communication skills in English and in French
- Interpersonal skills
- Strong attention to detail
- Ability to manage multiple tasks simultaneously
- Ability to work with short deadlines

STIPEND

BSB - Burgundy School of Business offers a stipend to its interns. The amount for students registered in a third or fourth year of a Bachelor's degree OR a Master's degree is approximatively €540 per month payable at the end of each month by electronic transfer to a French bank account.

APPLICATION PROCEDURE

CV and cover letter in French must be sent by e-mail to Ms Dominika MICHOT at the following address by October 16th, 2022: short.programs@bsb-education.com

For more information on BSB - Burgundy School of Business, please visit our webpage:

<https://www.bsb-education.com>

