Intern for the International Office of the Faculty of Economics and Business at KU Leuven

KU Leuven is a Belgian research-intensive university dating back to 1425, and consistently ranked in the top 100 of universities worldwide. The Faculty of Economics and Business (FEB) is one of its 16 faculties. The Faculty has approx. 7,500 degree seeking students, about 1,000 of which are international students. It offers a wide range of degree programmes (in Dutch and English) in Economics, Business and Management, on four campuses in Flanders (Antwerp, Brussels, Leuven and Kortrijk). FEB is EQUIS-accredited.

FEB’s International Office a.o. coordinates student and staff exchanges, handles international applications and helps international students settle in, and organises international study-visits and other study-abroad activities.

It has a permanent offer of internships for students from partner schools.

Specific tasks include, but are not limited to

- Assist student exchange administrative processes
- Assist, organise and attend orientation activities for international students
- Advise international and outgoing exchange students
- Assist partnership management
- Check and update information for inbound and outbound students (website, intranet, brochures etc.)
- Assist with the handling of international applications
- Conduct student surveys and analyse data
- Assist the International Office in its day-to-day tasks

Profile

- Currently enrolled in a university programme in business/management, preferably final year, and preferably at one of FEB’s academic partners (internship needs to be endorsed by the home university)
- Fluent in English, another European language is an asset
- Excellent communication and interpersonal skills
- Highly organized
- Self-starter, able to work independently
- Proficient in MS Office programmes
- Good analytical skills

Offer

Unpaid internship, 3-6 months, based in Brussels or Leuven
Erasmus+ Placement Agreement

Technicalities

- Guidelines for establishing a placement contract at KU Leuven
- Application procedure – admission as Erasmus+ student
- Forms for exchanges (Learning agreement student mobility for traineeships)
Contact
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FEB International Office
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