

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 world-wide. 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 \(Learning agreement student mobility for traineeships\)](#)

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Contact

KU Leuven

FEB International Office

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