



## **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.

**Dates:** From January 4<sup>th</sup> to June 30<sup>th</sup>, 2021

### **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 organization of BSB short-term programmes (booking classrooms and material), liaises with BSB staff and external providers (bus companies, cultural sites)
- Provides help in the management of outgoing and incoming student mobility at BSB under the supervision of the International Mobility Managers and Assistants

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Marketing and Communication skills
- Ability to operate various software applications and manage social media
- 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 is as follows for students registered in a third or fourth year of a Bachelor's degree OR in a Master's degree: €591 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 Mrs Claudia SAMPEL, Associate Dean International Relations at the following address by September 15<sup>th</sup>, 2020: [claudia.sampel@bsb-education.com](mailto:claudia.sampel@bsb-education.com)

For more information on BSB - Burgundy School of Business, please visit our webpage:  
[www.bsbu.edu](http://www.bsbu.edu)