



# ARE YOU OUR NEXT INTERN ?

## WHAT? \*

- ADMIN TASKS
- FOLLOW-UP INCOMING STUDENTS
- FOLLOW-UP INCOMING LECTURERS
- SUPPORT DURING INTERNATIONAL STAFF WEEK

## HOW?

- APPLY FOR ERASMUS GRANT AT HOME UNI
- VOLUNTEER REMUNERATION AT VIVES



**vives** | Global  
Engagement  
Office

## WHEN?

SEPT. - JAN.  
2025-2026

## WHERE?

GLOBAL  
ENGAGEMENT  
OFFICE  
(BUSINESS DEPARTMENT)

## INTERESTED?

Contact Stéphanie Bovie  
[stephanie.bovie@vives.be](mailto:stephanie.bovie@vives.be)

## REQUIREMENTS?

- B2 ENGLISH
- MS OFFICE (EXCEL & WORD)
- CV
- MOTIVATION LETTER

\* students can combine the internship with a number of courses from our VBA programme but must be present at the office for a min. of 3 days per week. Number of credits: to be determined with coordinator and student.