

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 3rd to June 30th, 2022

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 Ms Virginie BOURGOIN at the following address by November 30th, 2021: programmes.courts@bsb-education.com

For more information on BSB - Burgundy School of Business, please visit our webpage:
<https://www.bsb-education.com>

