



Name of the hosting institution in France	CentraleSupélec
Name of the host laboratory / research team	International affairs department
Address	8-10 rue Joliot Curie 91190 Gif sur Yvette France
Web site	www.centralesupelec.fr
Name of the supervisor	Marc Zolver
Function	Director
Email	marc.zolver@centralesupelec.fr

Internship offer

Topic of the internship (title)	International projects management			
Proposed dates of the internship*	Start	2020-10-05	End	2021-02-26

* The supervisors have indicated the dates proposed are flexible and are able to be postponed subject to COVID-19 border closures.

Scientific and academic objectives of the internship (detailed description of the internship content, work expected from the intern and expected outcomes):

- Within the CS international team of 13 people, (5 nationalities), and in the context of Université Paris-Saclay, the trainee will be involved in different international project such as:
- international student mobility management
 - understanding and participation to European projects such as Erasmus+ program
 - Contribution to the production and updating of communication and promotion documents, especially in the context of Franco-Australian cooperation
 - Contribution to the organisation and marketing of Summer Schools, updating the institutional website, logistical aspects
 - Follow-up of files / projects of international development (organisation / participation in meetings, making contact, editing documents, ...)
 - Assistance to international events, participation to the international students welcoming and follow up
 - Preparation to delegations and official visits

Name of the Australian partner institution	Flinders University
Name of lab/department/team involved in the collaboration at the Australian partner institution	International relations and French department
Main contact in the Australian partner institution	Christelle Maizonniaux
Function of the main contact in the Australian partner institution	Head of French Department
Email address of the main contact in the Australian partner institution	christele.maizonniaux@flinders.edu.au

Outside of this ongoing collaboration, will applications coming from students of other eligible Australian universities be considered by the hosting institution in France?	Yes
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Expected profile of applicant

Level of study	Bachelor (honours) or Master
Discipline	International Relations
Required qualities, knowledge and skills	Interest for Higher Education sector and for Europe Good spirit, autonomy, initiative-taking, sense of organisation and teamwork
Other specific eligibility criteria	Australian citizenship Basic French will be an asset Due to institutional cooperation and agreements, candidates from Flinders University, University of Queensland or University of Technology Sydney will be preferred