

**Erasmus Student Work Placement
at the Haute Ecole Provinciale de Hainaut-Condorcet (Belgium)**

EMPLOYER INFORMATION	
Name of organization	HEPH-Condorcet (higher education institution offering BAs and MAs in many subjects)
Address & post code	15 Chemin du Champ de Mars 7000 MONS - Belgium
Website	www.condorcet.be
CONTACT DETAILS	
Contact person for this placement	Mirella Di Renzo
Department and job title	International relations officer Student mobility coordinator
Direct telephone number	+32 (0) 65 324142
E-mail address	mirella.direnzo@condorcet.be
PLACEMENT INFORMATION	
Department / Function	International relations office
Description of activities	We are looking for one Erasmus placement grant holder to support the coordinator with all clerical duties linked to Erasmus and international students.
Location	Mons (Belgium)
Duration	From 3 to 6 months starting in January 2012
Accommodation	We can assist with finding accommodation OR student can make own arrangements
COMPETENCES & SKILLS	
Languages	Very good level of French and English (minimum B2/C1) written and spoken. Knowledge of other European languages is a plus (for example, Dutch, Spanish, German, etc)
Other	Good telephone manners, excellent correspondence skills Organized and reliable
Desired profile	3 rd year student in Office Management
Computer skills	Independent user of Office, Excel, Access, Internet, e-mail, PPT