



Internship Description	
Internship Name	Summer Schools Assistant
Nature of the job	6 months Internship – 35 hours / week
Location	IMT Mines Albi
Dates	4 March - 2 September 2024
Contact	International Affairs Direction– international@mines-albi.fr

Tasks and activities of the position	
Position overview	<p>In 2024, IMT Mines Albi plans to organize two summer schools in June, July and August.</p> <p>The 1st one is a new modality that we are planning to develop for several academic partners. It will be structured around:</p> <ul style="list-style-type: none"> - French language courses (FLE), - industrial and tourist visits - presentations of a number of engineering hot topics <p>The 2nd is designed to integrate future foreign students from the school and partner schools, through French language training and exposure to French culture and engineering methodology.</p> <p>Our intern will contribute to the organization of these Summer Schools, within the International Affairs Department (DAI) of IMT Mines Albi.</p>
Administrative support	The intern will be responsible for supervising most administrative tasks: booking accommodation, reserving classrooms, welcoming new arrivals, administrative registrations, ...
Communication	<p>The intern will be responsible for the communication aspects of the French Summer School on social networks, internally and with our partners, via the production of promotional videos and other communication media.</p> <p>In particular, a preparation work on the production of "International Mobility" podcasts to promote our international partnerships is contemplated.</p>
« Alumni prescribers » research project	Qualitative research will be carried out with some of our alumni, to identify and analyze the reasons why they have decided to become ambassadors for our school within their network..

Job Profile	
Skills requirements	<ul style="list-style-type: none"> - Ability to propose, organize and take initiative - Fluency in English & French (at least B1) - Knowledge and use of Suite Office - Ability for teamwork - Good analytical skills and empathy - A strong interest in intercultural issues
Prerequisites	<ul style="list-style-type: none"> - Be a Master's student in International Relations, European or International Affairs, Applied Foreign Languages, etc. - Be able to live in Albi or its urban area
Application	Send your CV + letter of motivation to international@mines-albi.fr Application deadline : December 15th , 2023