



College of Europe
Collège d'Europe



Natolin

Internship under Training Placement Agreement (Praktikumsvereinbarung/Convention de stage)

Internship at the Development Office of the College of Europe in Bruges (Belgium)

As the College of Europe's link with partners, the Development Office offers trainings, project development and other professional services for and with individuals, universities, non-governmental organisations, private companies and public bodies. In working with Europe, the Development Office relies on and complements the College of Europe's expertise and worldwide network. More information: www.coleurope.eu/development

Internship Description

In support of a team of Project Managers, the intern will manage tasks in the framework of a contract with the European Commission. One of the main tasks will be to support a Question & Answer service for citizens looking for EU-related information in English and German (in some cases French). The intern will also be involved in the preparation and organisation of training seminars and meetings; the work will also entail short translations from English into German (and French).

The internship *must be* in the framework of an official agreement (Training placement agreement/Praktikumsvereinbarung/Convention de stage) between the university/school of the intern and the College of Europe. Please include mention of this agreement in your motivation letter. The preferred start date is beginning of May 2009, but other periods can be considered.

The Development Office can offer an internship of **2-3 months**, lodging in one of the College's student residences in the centre of Bruges and meals at the College restaurant. No remuneration or internship fees can be offered.

Candidate Profile

- Student at a university/school (proof of enrolment required)
- Good languages skills in English (working language) and German (French skills would be an asset)
- Sound knowledge of EU affairs
- High level of accuracy and attention for detail
- Highly motivated, open and willing to work in an international team
- Good IT skills (MS Word, Internet searches)

Applications

Please send your motivation letter and CV in English to Ms Christiane Vermoortel (e-mail: cvermoortel@coleurop.be)

Deadline: 17 April 2009