



L'IESEG School of Management is a Grande Ecole de Commerce accredited with EQUIS and AACSB, a member of Lille Catholic University and ranked in the top 10 of the best business schools in France. More than 84% of IESEG's faculty is international, and the School has a network of more than 200 partner universities in more than 51 countries.

The International Relations department recruits the following position on its Paris-La Defense campus:

## **International Services Coordinator**

### **Your Missions**

Conduct all student service operations for international incoming and outgoing students:

- Visa, carte de séjour, social security, CAF (Housing subsidy) etc.
- Organizing housing service (help the students finding the appropriate accommodation)
- Search, development and maintenance of new housing opportunities in Paris
- Welcoming international students
- Communication with international incoming and outgoing students ( outgoing students meetings, International Week, Exchange Program Calendar, International Gala, Farewell Ceremony, Orientation weeks).

### **Your Profile**

- Bachelor's degree or higher
- 5 years of experience in international relations and student service
- Fluent in English and French, 3rd language preferable
- International work and study experience
- Excellent sense of service, good social skills and communication skills
- Capable of working independently and under pressure
- Team player, open minded and dynamic; enjoys working in an international environment

**Type of contract:** CDI

**Start of Contract:** September 15<sup>th</sup> 2014

**Interested Candidates:** Send motivation letter and CV to Marta VAZQUEZ: [m.vazquez@ieseg.fr](mailto:m.vazquez@ieseg.fr)