

Internship
Direction for Research & Knowledge Transfer
Direction de la Valorisation

SKEMA | AT HOME WORLDWIDE

SKEMA's strengths are based on unique features

1. The **first global business school** that enables its students and participants to follow **high-end programmes in different continents**, thanks to a network of **7 campuses**: Belo Horizonte, Lille, Paris, Raleigh, Stellenbosh - Cape Town, Sophia Antipolis and Suzhou, 5 Research Centres and an institute dedicated to artificial intelligence in Montreal.
2. Training future talents and leaders in this ever-changing business environment through **disruptive teaching and learning methods**.
3. An **active community** of 48,000 graduates in 145 countries, 9,000 students of 120 nationalities and more than 500 employees all over the world.
4. **High-level academic research** which advances the sum of human knowledge in key business disciplines.

Context and missions

Direction for Research and Knowledge Transfer

The Direction coordinates various instruments and tools to valorise SKEMA activities (Research, Pedagogical Innovation, Executive Education, etc.) to engage end-users to benefit from the research-outcomes and instilling a wider stakeholding culture, in relation with the SKEMA Directions (Programmes / Faculty & Research / Marketing & Communication / Corporate Office / Donations).

The intern will assist and support the Head for Grant Office in various missions and tasks related to grants intelligence, grant application process, dissemination and project management allowing growth and development of technical and strategic competences and understanding of the valorisation experience of the field.

Responsabilities

Under the supervision of the Manager you will be assisting in:

- Grants scanning: navigate the funding landscape and find the grants that fit with our expertise
- Assisting in grants writing, helping develop and submit competitive proposals
- Developing partnerships with external stakeholders

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- Grants project management from negotiation, contractualisation to activity and financial reportings
- Assisting in operational management of dissemination and transfer activities
- Contributing to the animation of activities, formalising documents, reports, in French and English
- Organising, feeding and updating databases
- Participating to internal and external meetings

Required knowledge and skills

Qualification

Completing a Masters in Project Management, EU Studies, Human and Social Sciences, Cultural Studies, Foreign Languages, etc.

Fluent written and oral communication skills in English and French

Expertise in Word, Excel, experience making Powerpoint presentations

Soft Skills

Autonomy, adaptation, proactivity, critical thinking

Ability to multi-task in a fast-paced work environment whilst complying with deadlines

Ability to work both independently and within a team environment

Strong organisational skills

Excellent communication with various stakeholders

Job characteristics

Full time internship

Duration: 6 months to one year from September 2022

Location: SKEMA Business School - Campus Grand Paris, Suresnes France

Compensation and benefits:

- An internship stipend
- 50% of transportation costs
- Lunch Voucher / Canteen

Candidates must send a CV and Cover Letter to Karima Abidat: karima.abidat@skema.edu

#WeAreSKEMA
Join us!

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