



Job description: Erasmus + Program
Administrative Assistant - Erasmus Mundus Master

Job Title: M/F administrative assistant Erasmus Mundus Master

Duration of recruitment: 1 year renewable
Hiring planned as of December 1, 2018
Work rate: Full time position

Location: Direction of International Relations and Academic Partnerships (DRIPA) of IMT Atlantique – 4 Rue Alfred Kastler, Nantes, France

Contexte :

Internationalization is a priority in the development strategy of Institut Mines Telecom. IMT Atlantique is involved in several international partnerships including Erasmus Mundus Masters projects but also H2020 European projects.

The administrative assistant will work within the DRIPA, in close collaboration with the project coordinators, in liaison with the various services of the IMT Atlantique.

Missions:

Ensure the administrative and pedagogical management of the Erasmus Mundus Master:

- Participate in the student selection process
- Welcome and supervise students before, during and after their mobility - administrative procedures: registration, accommodation, visa, bank, insurance, payment of scholarships...
- Maintain contact with students, key partners and associates
- Monitor the project budget, monitor its execution and centralize all the documents necessary for the drafting of financial reports
- Writing technical reports for the European Commission (EACEA)
- Post information / communication documents: IMT Atlantique Management System, review, reports, project websites, etc.
- Organize and / or participate in local and international meetings and write the report in English
- Communicate with partner universities and their communication services
- Organize events (welcome week, Selection Jury, meetings, seminars...)
- Interact with university departments, partners and students.

Required competencies

Knowledge

- Know the European Higher Education Area, the LMD system
- Understand the functioning of the European Commission in higher education
- Experience with the Erasmus + program or other European projects is suitable

Skills

- Mastery of office tools - Access would be a plus
- Write projects, notes and reports in English
- Communicates with academia and socio-economic sectors
- English proficiency. Speaking French is a plus

Autonomy/Responsibility

- Rigor
- Organizing tasks and scheduling
- Versatility
- Reactivity and flexibility
- Sense of contact and inter-culturalism

Contact person

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