



SANTANDER GROUP European Universities Network

PLACEMENT OFFER

GENERAL INFORMATION

Company: **Santander Group – European Universities Network**
Address: Rue de Stassart 119
Post code: B-1050
City: Brussels
Country: BELGIUM
Fax No.: + 32 2 502 96 11
General sector: University co-operation in education and training programmes
Company size: 1-20 people
Website: <http://www.sgroup.be>

CONTACT PERSON

Title: Ms.
First name: Wioletta
Last name: WEGOROWSKA
Position: Executive Secretary
Telephone: + 32 2 511 66 20
E-mail: sgadmin@sgroup.be

OFFER DATA

Placements available: 1
Starting date: September 2010
Placement duration: Undetermined
Job classification: Traineeship
Working language: English, Spanish
Workplace country: Belgium
Workplace city: Brussels

DESCRIPTION OF THE TASKS

- Organisation of meetings, conferences and events: logistics, preparation and organisation of written material;
- General administrative support to the Executive Secretary;
- Assistance in managing and disseminating information: preparation of the news bulletin, newsletter, maintenance of website.
- Assistance in the development of networking activities: set-up of project proposals whenever applicable, development of exchange and cooperation programmes
- Follow-up of EU policies in education and training;
- This is an unpaid traineeship, but candidates may be eligible for Erasmus grants at their University of applicable.

PREFERRED PROFILE

- Self-motivated
- Good organisational skills
- Able to work in team as well as individually
- Strong language skills
- Good computer skills
- Capacity to search and analyse information
- **Preferred field of studies:**
 - European Studies or International Relations;
 - Information Technologies
 - Information and communication management
 - Marketing, Management or any related degree.

COMPUTER SKILLS

SOFTWARE APPLICATION	LEVEL REQUIRED
Microsoft® Word™	ADVANCED
Microsoft® Excel™	STANDARD
Microsoft® PowerPoint™	ADVANCED
Microsoft® Outlook™	ADVANCED
HTML language and web-content management	STANDARD

The Trainee should be able to manage each document in a standard Office software environment, both in content and format. The Trainee should also be independent and self-relying in updating and managing the website and its content. Knowledge of PHP environment and databases will be an asset.

LANGUAGE SKILLS

LANGUAGE	LEVEL REQUIRED	NOTES
English	FLUENT	<i>Working language</i>
Spanish	FLUENT	<i>Written command especially needed</i>
<i>French</i>	<i>COMMUNICATIVE</i>	<i>Optional</i>

The working language of the Santander Group is English. Nonetheless, fluent knowledge of (*at least written*) Spanish is an asset: the Trainee will manage information and dissemination between the SG Secretariat and legal administration in Spain. Being active in Brussels' administrative and professional environment makes good knowledge of French a valuable asset.