

Temporary vacancy for an Information Officer at Vesalius College vzw to cover maternity leave for the period from mid-November 2010 to mid-April 2011

Skills required:

- Written and spoken English and Dutch, knowledge of French
- Basic computer skills, e-mail, Word, Excel, plus the student database Blackbaud (training will be given for Blackbaud as necessary)
- Good communication and administrative skills
- Flexible and approachable

Tasks include:

- Welcoming all visitors
- General reception duties including dealing with phone calls, faxes and mail distribution
- Liaison between professors and students.
- Distribution of student cards and course readers
- Assisting with student services, pre-registration, documents for commune, medical insurance etc. Notifying professors of students' absence, course scheduling information, assisting the students to make appointments with the college counsellor.
- Printing transcripts in the absence of Academic Administration staff
- Processing student evaluation forms
- Sending out graduation information and distribution of Diplomas

Please send cv and cover letter to Bert Mosselmans Ph.D., Dean of Vesalius College.
(dean.vesalius@vub.ac.be)