

Vesalius Internship Programme Spring 2012 Catalogue



Vesalius College
Brussels

Index

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Overview

For Degree-Seeking Students

- Available only for 4th, 5th or 6th semester of a 3-year program
- Interns have to work a minimum of 150 hours
- Interns earn 6 ECTS
- Students are allowed to do only one internship
- Students will keep a log of hours worked and write a 3000-word report about their experience
- Students will receive a letter grade for their internship
- The internship will, if possible, be related to the student's major
- Interns may not receive financial remuneration
- There is no guarantee that a student will be selected for an internship
- Double internships are not available for degree-seeking students

For Study-Abroad Students

- Interns have to work 150 hours
- Interns earn 6 ECTS (equivalent to 3 US credits) for a single internship or 12 ECTS for a double internship
- Students will keep a log of hours worked and write a 3000-word report about their experience
- Students will receive a letter grade for their internship
- The internship will, if possible, be related to the student's major
- Interns may not receive financial remuneration
- There is no guarantee that a student will be selected for an internship

Procedures

Applying for an Internship

1. Students have to read the internship profiles and select the three internships that most interest them
2. In one email, they have to send their three preferences along with one-page CV and a cover letter for each internship to the External Relations Officer, Anna Ceolon, at aceolon@vub.ac.be
3. If internship partners are interested in the profiles received, the internship team will arrange interviews for candidates to meet with the organizations/companies
4. If an internship partner offers a candidate the internship, he/she has to accept or decline the offer within 24 hours
5. The intern and the internship partner will agree upon a work schedule
6. Interns have to fill out and give the "Add/Drop" form to the Registrar by the end of week 2. Please note that once students have accepted the internship offer, they are committed to completing the 150 hours of work as agreed for the single internship or the 280 hours of work agreed in the case of the double internship. Interns will not be allowed to drop the internship course without proven documentation of extenuating circumstances and a thorough review of the case by both the internship advisor and the intern's supervisor

For Degree-Seeking Students, please contact Ms. Mona Shair at Vesalius@key2advance.com for assistance with your CV, cover letters, or interview tips.

For Study-Abroad Students, please visit your home university's career advisor for CV (resume) and cover letter suggestions.

For resume and cover letters tips, please refer to websites specialized in career counseling.

Before sending the applications to the internship partners, the internship team will review all CVs and cover letters received. Application will be returned in case of spelling and/or grammar errors.

During the Internship

1. Interns are expected to work 10-14 hours per week until the completion of 150 hours
2. Interns have to introduce themselves to their internship advisors via email and provide them with their contact details
3. Interns have to keep a log of hours worked. The log must be signed by the internship supervisor
4. Half way through the internship, interns have to arrange a meeting with their internship advisors. (Please, don't forget to bring your completed Mid-Term Self-Evaluation with you)
5. Interns have to keep their internship advisors and the External Relations Officer aware of any problems or difficulties that arise during the internship

After the Internship

1. Students have to hand your log of hours work in to their internship advisors
2. They have to write a 3000-word report on their internship experience (see page 6)
3. They will receive a letter-grade from their internship advisors

Dates and Deadlines

| | |
|--------------------------|--|
| October 28 | Internship catalogue available online |
| November 17 | Last day to send choices, CVs and cover letters to Anna Ceolon, External Relations Officer, at aceolon@vub.ac.be |
| December 12-16 | Notification of interviews |
| January 19-20-23 | Interviews |
| January 25-26 | Notification of internships |
| January 30 | First day of internships |
| Week 2 of classes | <p>Filling out "Drop/Add" form, available at the Reception and hand it to the Registrar</p> <p>Picking up contracts at room ES .06.</p> <p>Contacting the internship advisor</p> |
| May 10 | Last day of internships |

Student Report Guidelines

At the conclusion of the internship, interns have to write a report of a minimum of 3000 words (in case of double internships, please ask internship advisors, as the requirements may differ). The grade will be based upon the daily log, the supervisor's evaluation, and the above mentioned report.

1. The report should demonstrate academic rigour in content and style. It is a personal record of what interns learned and experienced during the internship. The report has to include:
2. a description of the organisation/company. Please note that a simple copy and paste from the organisation's website will not be accepted
3. a description of the projects and tasks carried out by the company department where the intern worked
4. an evaluation of the work done by the intern and of how beneficial the intern's work has been for the organisation
5. a list of activities undertaken during the internship including: a) supervisor's name, b) intern's responsibilities, c) a detailed description of the intern's main tasks and projects, specifying the assigned task as well as the area where the intern excelled and encountered challenges
6. an analysis, supported by relevant examples (both positive and negative), of the experience had during the internship; i.e. what was it like to work there?
7. an evaluation of the internship as a learning experience in terms of: a) pre-professional training, b) responsibilities, c) teamwork, and d) psychology of the workplace

The report has to be in line with Vesalius "house style" as taught in HUM 111 and 112, namely:

- cover sheet with a centred title: Internship at (Internship Partner Name), and at the lower left of the page: your name, the internship code, your Internship Advisor's name, and the semester and year (i.e. SUMMER 2011) on four separate lines
- standard 12-point font, double-spaced throughout, indentation of 5 spaces for new paragraphs, and pagination at upper right
- attachments and annexes should be clearly labelled and their purpose explained
- if you are unsure about the Vesalius "house style," please check with your internship advisor

The report is an academic document, and it has to be written in a clear style and in an academic tone. Students are expected to proofread the report for grammar, punctuation and spelling. Reports that are deficient in any of these areas will be returned for revision, please note that the grade for the internship could be impacted negatively by any delay in the submission of revised reports.

Contact Information

External Relations

Anna Ceolon
External Relations Officer

+32 2 614 8168
aceolon@vub.ac.be

Study Abroad

Virginie Goffaux, DVM
Study Abroad Director

+32 2 614 8180
vgoffaux@vub.ac.be

Internship Advisors

Business:

Jean Bellemans, MBA

+32 2 344 0179
belleman@bu.edu

Communications:

Claude Bernard, PhD

+32 2 614 8183
claudebernard@skynet.be

International Affairs:

Michel Huysseune, PhD

+32 2 614 8181
michel.huysseune@vub.ac.be

Internship Partner Index

| | | Suitable for the following major(s) | | | Page number |
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| 2 | AGE-Platform Europe | | | X | 11 |
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| 5 | British School of Brussels (I) | X | X | | 14 |
| 6 | British School of Brussels (II) | X | X | | 15 |
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| 10 | Direct Selling Europe | X | | | 19 |
| 11 | ECRAAL | | | X | 20 |
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| 19 | European Youth Forum | | X | X | 28 |
| 20 | FORATOM | | | X | 29 |
| 21 | FULBRIGHT | | X | | 30 |
| 22 | Gresham Belson Hotel | X | X | | 31 |
| 23 | Harwood Levitt Consulting | | X | X | 32 |
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Internship Partner Index

| | | Suitable for the following major(s) | | | Page number |
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| 31 | MCE | X | | | 40 |
| 32 | Media Consulta | | X | | 41 |
| 33 | Minerva | | X | X | 42 |
| 34 | Mission of Macedonia to the EU | | | X | 43 |
| 35 | Mission of Montenegro to the EU | | | X | 44 |
| 36 | NATO | US military security clearance required | | | 45 |
| 37 | New Europe | | X | | 46 |
| 38 | Paperimpact | X | | | 47 |
| 39 | Pinnacle Public Relations | X | X | | 48 |
| 40 | RISI | X | | | 49 |
| 41 | Sunbeams | | X | X | 50 |
| 42 | The Jane Goodall Institute (I) | | X | X | 51 |
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| 44 | The Loft Group (I) | X | X | | 53 |
| 45 | The Loft Group (II) | X | | | 54 |
| 46 | The Loft Group (III) | X | X | | 55 |
| 47 | Time Warner | | X | | 56 |
| 48 | UPS (I) | X | | | 57 |
| 49 | UPS (II) | X | | | 58 |
| 50 | UTC Fire & Security | X | | | 59 |
| 51 | World Natural Care | X | X | | 60 |

Please check the internship list published on our website www.vesalius.edu/career/vip/vipops as other internship offers may have been added since the release of the catalogue.



Accessible Art Fair

Organisational Profile

The Accessible Art Fair has been running since 2007 and runs 2 art fairs in Brussels, one in Antwerp and one in Vienna. The artists are present, rather than galleries at the fair and sell directly original artwork to the public.

Internship Profile

The Intern duties & responsibilities will include:

- gathering artists bios and photos and ensuring that they conform to website and magazine requirements - regular liaising with artists and publisher
- implementing social media plan
- updating word press website as needed www.accessibleartfair.com
- administrative work
- working at the fair

Intern Profile

The successful candidate should have the following requirements:

- good written and oral skills
- flexibility
- online design and word press experience a plus
- other languages an asset
- own laptop
- interest in art



AGE Platform Europe

Organisational Profile

AGE Platform Europe brings together seniors' organizations and other civil society organizations working with and for older people from across the European Union to give a strong and credible voice to the views, needs and interests of older and retired people at national and European level.

Since its creation in January 2001, AGE aims to voice and promote the interests of the 150 million inhabitants aged 50+ in the European Union. AGE aims to act as a bridge between its member associations and the EU Institutions, supporting its members in their daily advocacy activities at national level, actively representing their interests and agreed policy positions at European level, and raising awareness of the issues that truly concern older people.

Internship Profile

To assist the AGE secretariat in its daily tasks and provide support to the overall social policy and advocacy activities of the organization. This internship is open to students interested in social and economic policies, European Union issues and communications. Depending on the profile of the intern, the internship programme will include some of the following tasks:

- monitoring and reporting on EU policy development relevant to older people, in particular on EU social and economic policies and other initiatives on ageing
- contributing to AGE's information tools, including updating the website and the electronic mail systems
- contributing to AGE communication tools: writing articles for AGE monthly newsletter (CoverAGE), leaflets and publications
- participating in some conferences and debates at EU level whenever appropriate (European Parliament Employment and Social Affairs Committee, European Commission, Social NGOs meetings etc.) and reporting back to the policy officers
- preparing and contributing to the relevant AGE meetings on researched topic (expert groups, Council of administration)

Intern Profile

The intern will have:

- some knowledge of the European institutions and procedures
- interest in issues related to ageing and demographic challenge (equal opportunities, human rights, pensions, social inclusion, health and long term care, transport, digital divide, employment of older workers and active ageing, intergenerational solidarity, etc.)
- well-developed writing skills and some experience in making oral presentations
- well-developed research skills
- fluency in English with distinctive and proven writing skills. Fluency in other EU languages is a distinct advantage
- ability to work independently and prioritize own work
- good computer skills
- ability to work in a multicultural environment
- respect for confidentiality



(A)WAY Publications

Organisational Profile

(A)WAY is a magazine written in English for international families living in Belgium. It is devoted to informing, entertaining, supporting, and giving a sense of community to its readers. Each bi-monthly issue of the magazine is full of practical information on Belgian life and the expatriate community. Informative articles on (and for) women (and the family) share space with the latest on innovative fashion, health and well-being, lifestyle and education issues, as well as some personal recollections on expat life. For more information: <http://www.awaymagazine.be>

Internship Profile

The intern will work doing research for editorial department and designing marketing & advertising strategies. Responsible directly to the publisher, the intern will also be asked to undertake some general administrative duties.

Intern Profile

The successful candidate(s) should have the following qualities and skills:

- knowledge of marketing and sales
- own a laptop computer
- high computer literacy
- analytical skills
- communication skills
- good interpersonal skills
- initiative
- research skills
- ability to organize, prioritize and manage several concurrent tasks
- English mother tongue or equivalent, good command of French or Dutch

Organisational Profile

BigBentoBox is a Brussels-based company that develops custom made IT applications and which is specialized in E-Commerce. We start our projects from scratch and offer our partners, as we see our clients as partners, all the services needed in order to run a successful business. Our services include the web development, e-consulting, e-marketing, e-support and logistic implementations. We use Ruby on Rails to develop our IT applications. Ruby on Rails is an open source web application framework that is used by web developers for rapid development and it is the web development language of the future. Our small yet very productive company was started by four Vesalius Alumni, who believe that an internship is more than just serving coffee or making photocopies. We are looking for creative people who want to take part in exciting projects and be a part of the company's growing success.

In the past three years, BigBentoBox's Interns have been involved in launching new products, analyzing markets for new ideas, designing innovative online services, looking for logistic solutions, creating marketing tools for clients and the company and much more. Today BigBentoBox is very proud of what these interns have achieved and is looking forward to continue this collaboration with undergraduate students.

Internship Profile

The intern will assist BigBentoBox in the company's daily operations and could be responsible for any of the following:

- IT support/development
- analysis and develop marketing solution for our E-commerce clients
- promotion of E-commerce sites through the update or creation of leaflets and/or website
- research of prospects
- engineering of solutions
- making market surveys for specific products
- assisting in the creation new web applications
- analysis and deployment of solutions on-site

Intern Profile

The ideal candidate has several of the following qualities:

- interest in E-commerce and web programming languages
- high energy, approachable, adaptable, creative, methodical, motivated individual
- team player, self confident
- good interpersonal and organizational skills
- good knowledge of English; knowledge of French and Dutch is a plus
- preferred Communication / Business student
- ability to multi-task and prioritize responsibilities (the intern will organize his/her own daily work)

Organisational Profile

The British School of Brussels (BSB) www.britishschool.be was founded in 1969 and occupies a beautiful site of 10 hectares. It is surrounded by the woodlands and lakes of the Royal Museum of Central Africa in Tervuren, some twenty-five minutes by car from central Brussels, with easy access by public transport. BSB is a highly successful school where the individual development of each child is combined with the highest academic standards. We have over 1200 students aged 3 to 18 years of age and, in addition, also run a Kindercrib (nursery/crèche) for children from 6 months to 3 years. We follow the structure of the English curriculum, but add an international dimension that reflects our student population. For Post 16 students, we are unique in Belgium in offering both the English A Levels alongside the International Baccalaureate Diploma. Just under half of our families come from a non UK background. We are an international school with over 70 nationalities represented in the school's population.

Internship Profile

The intern will be working for the External Relations Manager in the following activities:

- ensuring that any information held about BSB on 'other' sites (in particular school directories and listings) is accurate and up-to-date
- researching, optimizing and documenting BSB's visibility online (ie links from other sites to BSB's website)
- investigating/researching where links to the School could/should be placed
- update the existing media database/archiving system of photographs, films etc
- support the archiving of BSB collateral
- assist in the content management of our websites, including the editing and/or writing of news and events items, proofreading content and manipulating images. All content is created/uploaded using a content management system (CMS). Training will be provided
- preparation of internal School flyers, programmes and posters
- provide general support to the External Relations Manager ie assistance with media plan

Intern Profile

The successful candidate should meet the following requirements:

- excellent written and spoken English is essential
- good research and communication skills, excellent proofreading skills
- experience and interest in alumni/website work is desirable
- an ability to organise, prioritise and manage several concurrent tasks, high degree of attention to details and deadlines
- excellent computer skills (Office applications) and knowledge of Macromedia Fireworks or Adobe Photoshop is an advantage
- team Player

Organisational Profile

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Just under half of our families come from a non UK background. We are an international school with over 70 nationalities represented in the school's population.

Internship Profile

The intern will be working for the Community Officer in the following activities:

- research, document and make comparisons of the services, charges and fees of similar community sports and social facilities within the Brussels vicinity
- research and document summer courses and adult education programs within the Brussels vicinity
- provide general support to the Community Office

Intern Profile

The successful candidate should meet the following requirements:

- as English is the working language at BSB, excellent written and spoken English is essential (English mother tongue or equivalent)
- good research, communication and organizational skills
- excellent computer skills (Office applications)
- the community Office is a vibrant busy working environment, so the ability to multitask is an advantage
- team Player

Organisational Profile

Caravan Production is a young production and management agency open for artists in the fields of performing, (audio-) visual and plastic arts, music and all possible crossovers. The name Caravan stands for flexibility, diversity and mobility. Caravan's services start from the specific needs of the artist and his artistic career. Birds of different feathers and caliber can turn to Caravan: new and up-coming talents; artists who committed their first feat and 'midfield players' who already developed a career. For more information, visit caravanproduction.be.

Internship Profile

The intern will help organize different creations and productions in the field of dance and theatre performances. Tasks will include assisting in/with:

- fundraising
- budget control
- networking with professionals
- marketing and the press
- coordinating the performance venues and creation process
- preparing call sheets for artists and technicians

Intern Profile

The successful candidate should have the following skills and qualities:

- ability to work independently
- not being afraid of taking initiative
- fluent in English, Dutch and/or French essential
- good communication and interpersonal skills

Organisational Profile

Citi, the leading global financial services company, has approximately 200 million customer accounts and does business in more than 160 countries and jurisdictions. Citi provides consumers, corporations, governments and institutions with a broad range of financial products and services, including consumer banking and credit, corporate and investment banking, securities brokerage, transaction services, and wealth management.

Internship Profile

The Intern will work in close cooperation with the Head of Banking and the Head of the Global Subsidiaries Group. Main duties & responsibilities will be:

- assist in customer presentations and relationship review material, join client meetings where required
- assess credit and market risk of transactions
- support the completion of follow up tasks as result of client reviews
- liaise with overseas Citibank Branches, product and network partners to support transactions managed by the Banking teams
- analyse MIS and revenue / performance analysis, pipeline review
- identify opportunities to improve products and services
- understand the dynamics of the local financial markets, banking industry and regulatory environment

Intern Profile

The successful candidate should have the following requirements:

- strong communication skills (both written & verbal)
- strong presentation skills
- strong leadership skills and commercial instincts
- deal origination & execution skills
- analytical skills: assimilating new information quickly and relating it to the needs of the clients & management
- quick learner and has the ability to apply new products or services quickly and effectively
- self motivated, highly ambitious and goal oriented
- ability to work under pressure

Organisational Profile

COPURA is an event management, consulting and communication company specialised in European Affairs. The company is focusing on issues of security, defence and research policy. Whether dealing with EU legislative processes or accessing EU funding, COPURA shapes ideas to European topics and brings together the right people in Brussels. COPURA handles events from the small and intimate to the large and demanding (www.copura.de). Besides working for clients, COPURA also runs its own projects, as for example:

SecurityCommunity.eu

The information and communication portal (www.securitycommunity.eu) was set up in December 2007 to give centralised access to information on EU security and defence issues and provide users with a more coherent overview of what is going on in the area. Moreover, it is meant to provide a platform for exchange and debates amongst EU opinion leaders and the greater European security and defence community in science, business and politics.

European Security Round Table

The ESRT (www.security-round-table.eu) is a neutral platform between the EU Institutions, NATO, think tanks, embassies and permanent representations, encompassing all major political groups of the European Parliament as well as other relevant actors in the field of European security and defence. It provides a forum for the crucial topics of today as much as for discussions about the future direction of European security and defence policy. The ESRT has a membership-based club structure with discussions taking place off the record and it is complemented by a high-level Advisory Board.

Internship Profile

We offer an interesting and diversified job within an enjoyable work atmosphere, where the intern will be given personal responsibility along with work experience and opportunity to establish contacts in the EU sector. Tasks will include assisting in/with:

- undertaking research into the latest developments in European security and defence and procure relevant statements from key policymakers, experts and others
- researching and upload events, documents and other content for SecurityCommunity.eu
- assisting in the preparation, organisation and realisation of events and seminars

Intern Profile

The successful candidate(s) should have the following qualities and skills:

- knowledge and interest in the EU institutions and specifically the security & defence sector
- very good English (written and spoken), French and German is a plus
- ability to work effectively both in a small team and independently
- ability to prioritize multiple tasks in a fast-paced environment
- initiative, reliability and attention to detail

Organisational Profile

Direct Selling Europe is a young, dynamic lobbying firm which represents famous direct selling companies in the areas of home accessories (Tupperware), jewellery and fashion (Pierre Lang), cosmetics (Déesse), wines (WIV International), and appliances (Vorwerk). Founded with the purpose of shaking up the established lobbying in direct selling, our association is small, creative and out of the box effective, involving every level and all means that contribute to growth objectives in a fun, creative and collective manner.

The intern working at DSE will work directly with the Managing Director and the CEOs of these renowned companies. The MD is personally responsible for developing and training the intern on all facets of their tasks. The intern will undertake meaningful work and will be a full part of DSE staff during their semester here.

Internship Profile

The Communications and Marketing Manager will be responsible for promoting DSE towards policy makers (mainly the European Institutions), stakeholders and the general public. Key tasks are:

- designing and implementing a web strategy (including managing DSE website www.directsellingeurope.eu, blogs, Facebook, Twitter)
- creating the monthly newsletter (editor in chief: generate ideas, pitch stories, research, design and publish)
- co-creating and managing PR and press strategy and public relations, promotional material and other creative projects
- maintaining contact with the owners and CEO's of Member companies
- attending EU Institution meetings

The intern will also work alongside the Managing Director to develop and implement the marketing strategy.

Intern Profile

Ideal candidates have:

- a fun personality able to combine serious work efforts with fun activities
- a Communications, Journalism, Marketing or Business background or interest
- excellent communication & analytical skills
- an independent and organised personality with good interpersonal skills
- proficiency in English
- excellent knowledge of Microsoft Office (Adobe, Indesign and web database are a plus)
- a creative and proactive personality
- eagerness to work, learn & contribute
- passion for working in a small team

Organisational Profile

ECRAAL is a non-profit organisation, supporting the engagement and education policies as well as the funding of actors and players from Asia, Africa and Latin America through EU research. We are a flexible, integrated and operational Brussels based platform, aimed at boosting the active participation of non-European players in EU research and education funding opportunities. Accredited with the European Institutions, ECRAAL provides a credible and reliable operational hub for promoting the participation of non-European players in EU funding for research, training and education. Consequently, ECRAAL is an alliance to promote the interests of institutions and research intensive institutes and companies from non-European players, in dealings with the relevant EU institutions and regions of Europe. Fostering networks and collaboration between research players in the EU and their colleagues and peers in Asia, Africa and Latin America is a core component of this alliance, including the business, education and public sectors.

Internship Profile

Primary responsibilities include:

- supporting the coordination of ECRAAL's funding projects with research institutes all over the world
- contributing to the ECRAAL memberships development strategies in Asia, Africa and Latin America, including writing proposals, web updating and project/event management
- communication and outreach activities concerning ECRAAL and its programs to research institutes in Europe, Asia, Africa and Latin America
- working together with the ECRAAL funding projects and programs between the EU and third countries
- representing ECRAAL at various EU events and initiatives, liaising with EU institutions and developing partnerships with research organizations or other funding projects
- compiling information relating to EU funding policy and schemes for research activities and disseminating this information to our members

Intern Profile

Ideally, the intern will have the followings:

- some experience is required on project management or other relevant subjects
- fluency in English is mandatory. Knowledge of French, Spanish or other major languages used in Asia, Africa and Latin America is considered as a strong asset
- preference will be given to candidates with prior experience working with EU institutions and research institutes
- candidates should have a university degree and must be under the age of 30
- familiarity of the EU funding system and programs is beneficial
- strong writing, drafting and computer skills are necessary and web editing knowledge is a plus

Organisational Profile

EggCentris is a contract research laboratory specialised in the analysis of fertility and reproductive functions. As centre of excellence in the reproductive function we offer our expert knowledge and provide innovative testing approaches to the pharmaceutical and chemical industry and suppliers for fertility clinics. Besides the guaranteed quality of our data, generated by the highest scientific standards, we also value the quality of our services; being flexible, deliver in time and accommodate the needs of our customers in a friendly and supportive manner.

Internship Profile

The intern will be working on the improvement of our marketing strategy for Pharmaceutical discovery, drug development and toxicology assessment. Tasks will include assisting in/with:

- market research of existing customers
 - analysis of customers' satisfaction and needs
 - mapping of the organisational structure and definition of key decision makers
- identifying and getting in contact with new potential customers
 - mapping of the organisational structure and definition key decision markers
 - identifying the needs and critical factors to generate business
- setting up an active communication with our customers and leads
 - website, flyers, etc.
 - newsletter

Intern Profile

The successful candidate should meet the following requirements:

- excellent written and spoken English
- like to search internet and build data base
- interest in human health care and science
- good communication skills
- able to work independently
- excellent computer skills (office applications) and sense for details
- enjoy young entrepreneurial environment

Organisational Profile

EggCentris is a contract research laboratory specialised in the analysis of fertility and reproductive functions. As centre of excellence in the reproductive function we offer our expert knowledge and provide innovative testing approaches to the pharmaceutical and chemical industry and suppliers for fertility clinics. Besides the guaranteed quality of our data, generated by the highest scientific standards, we also value the quality of our services; being flexible, deliver in time and accommodate the needs of our customers in a friendly and supportive manner.

Internship Profile

The intern will be working on identifying the needs in the chemical industry for reprotox testing to fulfil the REACH (Registration, Evaluation and Authorisation of Chemicals) requirements with ECHA (European Chemical Agency). Tasks will include assisting in/with:

- defining degree of acceptance/ use of in vitro testing for reprotoxicology risk assessment
 - for which compounds?
 - to address which questions?
 - quantify market for EggCentris
- identifying and getting in contact with potential customers
 - mapping of the organisational structure and define the key decision markers
 - identifying the needs and critical factors to generate business
- setting up an active communication and promote our innovative services
 - website, flyers, etc.
 - newsletter

Intern Profile

The successful candidate should meet the following requirements:

- excellent written and spoken English
- willingness to do internet research and to set up data base
- interest in regulatory issues and lobbying
- interest in chemicals, science and animal welfare (3R's – Reduce, refine and replace animal testing)
- good communication skills
- being able to work independently
- excellent computer skills (office applications) and a good eye for detail
- enjoy young entrepreneurial environment



Eggcentris (III) – ART SCREENING

Organisational Profile

EggCentris is a contract research laboratory specialised in the analysis of fertility and reproductive functions. As centre of excellence in the reproductive function we offer our expert knowledge and provide innovative testing approaches to the pharmaceutical and chemical industry and suppliers for fertility clinics. Besides the guaranteed quality of our data, generated by the highest scientific standards, we also value the quality of our services; being flexible, deliver in time and accommodate the needs of our customers in a friendly and supportive manner.

Internship Profile

The intern will be working on the acceleration of our Assisted Reproductive Technologies (ART) screening service. Tasks will include assisting in/with:

- market research of existing customers
 - analysis of customers' satisfaction and needs
 - mapping of the organisational structure and define the key persons toward our ARTscreening service
 - quantifying the potential growth capabilities and the critical factors to generate more business for each customer (more test/other tests, etc.)
- identifying and getting in contact with new customers
 - mapping of the organisational structure and definition of key persons toward our ARTscreening service
 - quantifying the potential growth capabilities and the critical factors to generate more business for each customer (more test/other tests, etc.)
- improve communication with our customers
 - updating website, flyers, etc.
 - newsletter

Intern Profile

The successful candidate should meet the following requirements:

- excellent written and spoken English
- good communication skills
- interest in human health care and science (fertility treatment)
- being able to work independently
- excellent computer skills (office applications) and sense for details
- enjoy young entrepreneurial environment

Organisational Profile

Ernst & Young is one of the big four accounting networks that operates worldwide. The Ernst & Young's global office deals with regulatory and public policy affairs at European and global level.

The global office is active in various intra-professional working groups at European level, such as the European Contact Group of the six large accounting networks. Through these working groups, the global office seeks to foster a constructive dialogue with the European institutions. The European Commission and the European Parliament are our main interlocutors.

The global office is also represented in various professional bodies, such as the European Federation of Accountants, the Consultative Committee of Accountancy Bodies, etc.

Our team currently consists of 5 people who are based both in Brussels and London. The team is, amongst other things, responsible for various tools and databases shared by all the representatives the working groups who exchange regulatory information that contributes to keep a dynamic information flow.

Over the years, the global office of Ernst & Young has profiled itself as one of the most active and trustworthy actor in the regulatory dialogue around auditing and accounting issues.

Internship Profile

The intern's activities will be focused on the evolution of regulatory developments at European and global level. The intern will be involved in the following areas:

- compilation and analysis of relevant data for the regulatory issues that the office deals with
- organisation and attendance of the working groups meetings
- organisation and follow-up of symposia
- update of the various tools and databases
- update and follow-up of the access control to the intranet's regulatory website
- ad hoc support for short-term specific projects

Intern Profile

The intern will demonstrate to have:

- strong team spirit
- responsiveness
- good research (mainly internet) and writing skills
- good computer knowledge (Microsoft Office, Power Point and Excel programs)
- fluent oral and written English skills

Organisational Profile

The European Cooperative for Rural Development (EUCORD), formally registered as “European Development Cooperatie”, is an independent Brussels based not-for-profit organization incorporated under Dutch co-operative law. EUCORD’s mission is to help people living in poverty in developing countries by improve their well-being. It aims to achieve this by engaging the private sector in delivering services to rural communities so as to ensure healthy families and sustainable livelihoods.

Internship Profile

The Communications Intern will help to develop an internal and external communication strategy and assist with updating EUCORD’s website, brochure and other public relations tools. In addition, the Communications Intern will work with project field staff to collect lessons learned and best practices from all projects and assist with the writing of success stories. Also, the Communications Intern may assist with the preparation of generic proposal sections such as capability statements, past performance sections, personnel sections, CVs and others. Below are the essential responsibilities:

- develop an internal and external communications strategy
- assist with maintaining and updating EUCORD’s web-site including a page with fact sheets containing embedded slideshows
- gather and organize into a database lessons learned and best practices from EUCORD’s projects
- assist project managers with the preparation and editing of project success stories
- review and update EUCORD’s brochure and develop a template for a quarterly electronic newsletter
- create a centrally managed database of photos from EUCORD’s projects
- assist with the writing or editing of capabilities sections, past performance references, personnel sections, CVs and other proposal-related tasks
- any other communications related tasks that may come up during the course of the internship

Intern Profile

Ideally, the intern will have the followings:

- this position does not require any work experience, but experience as a volunteer in the field of
- international development would be desirable
- excellent writing and presentation skills
- proven ability to meet deadlines and operate effectively in a deadline-driven environment
- proven ability to work as a part of a team and interact effectively across distances and cultures
- in-depth knowledge and experience with Microsoft Office Suite is highly desirable
- experience with web design or web site management is desirable
- English reading and writing skills are required; French is desirable

Organisational Profile

The European Cooperative for Rural Development (EUCORD), formally registered as “European Development Cooperatie”, is an independent Brussels based not-for-profit organization incorporated under Dutch cooperative law. EUCORD’s mission is to help people living in poverty in developing countries by improve their well-being. It aims to achieve this by engaging the private sector in delivering services to rural communities so as to ensure healthy families and sustainable livelihoods.

Internship Profile

EUCORD is active in many countries across Africa. Each country is managed financially by a local accountant and a project manager supervising the work of the accountant. Each country uses the specific EUCORD set of financial statements (expenditures, cash flow and bank reconciliation statements, etc.). Each month, such financial statements are sent to Brussels Headquarter (soft and hard copies) for final verification and encoding by the Financial Department. The objectives of this traineeship are the following:

- 1) Get to know the accounting processes by verifying the reports sent by the field to the HQ. This should greatly help the Financial Officer and the Operations Manager to increase the speed at which the accounting from the various field offices is entered into the main accounting Internet-based software Wings. The trainee will go through the hard copies to verify if: (a) expenses are “allowable” for the project/donor; (b) appropriate proof of payment is included; (c) correct reconciliation of cash and bank statements is included; (d) accurate exchange rate is applied; (e) proper documentation for each item of the Statement of Expenditures is included; (f) proper accounting and analytical coding is used.
- 2) At the end of the traineeship, based on the experience acquired (see from point (1)), make recommendations to the CFO and Financial Officer to improve the process and optimise the use of donor funds. Prepare an action plan stating improvements to be achieved with a communication plan for the field offices.
- 3) Help to prepare a user friendly accounting/financial manual for the field accounting.

Below are the essential responsibilities:

- verify and analyze transaction details and receipts for all projects and core expenditures
- implement accounting policy and procedures
- control the accuracy of all data entered in the accounting system, including exchange rates
- train/assist accounting field staff or headquarters staff in the application or use of EUCORD financial system or donors’ accounting requirements
- assist project coordinators, the operations manager, field project leaders and the CEO/CFO for access to financial info or preparation of reports and financial updates

Intern Profile

- this position does not require any work experience, but experience as a volunteer in the field of international
- development would be desirable
- excellent writing and presentation skills
- proven ability to meet deadlines and operate effectively in a deadline-driven environment
- proven ability to work as a part of a team and interact effectively across distances and cultures
- in-depth knowledge and experience with Microsoft Office Suite is highly desirable

Organisational Profile

EUobserver.com is the leading provider of up-to-date news on EU affairs. We reach a very targeted group of European decision makers. Our focus is on providing people with factual, un-biased, quality journalism, organizing conferences to raise public awareness on specific topics and selling EU related books (EUbookshop.com).

EUobserver offers an opportunity for the trainee to become part of an international team, based in Brussels, operating advanced online marketing techniques in close contact with top-level companies and European institutions.

Internship Profile

The sales trainee's main task will be increasing sales revenues of the EUobserver.com. S/he will be involved with the following tasks:

- searching and identifying potential advertisers for the EUobserver.com
- creating and managing databases of potential advertisers
- calling perspective clients from created databases, going to meetings and finalizing deals
- part of the work can be done from home, in convenient time

Intern Profile

The ideal candidate has several of the following qualities:

- student in the field of business, marketing or EU affairs
- hard working, willing to learn and develop
- good communication skills (phone, personal)
- basic knowledge of EU affairs
- English (excellent), French/Dutch (desirable)



European Youth Forum– (Education)

Organisational Profile

The European Youth Forum (YFJ) is an independent, democratic, youth-led platform, representing 98 National Youth Councils and International Youth Organisations from across Europe. The YFJ works to empower young people to participate actively in society to improve their own lives, by representing and advocating their needs and interests and those of their organisations towards the European Institutions, the Council of Europe and the United Nations. Website: www.youthforum.org

Internship Profile

The intern will assist the Policy and Advocacy Coordinator at the European Youth Forum's Secretariat in specific projects that support the development of the Network on Quality Assurance in Non-Formal Education.

Her/his assignments, under supervision of the Policy and Advocacy Coordinator, will include:

- assist in running the Quality Trainings of the Network, assist with communication with the participating organisations-trainers-advisors, meeting preparation
- gather latest data and policy developments on Non-Formal Education and Quality Education in Europe, also by directly contacting national ministries, education agencies and the Youth Forum's member organisations
- attend relevant briefings by the Commission, Council, Parliament and think tanks and report on these meetings
- assist with the Network's day to day functions: website updating, contacting possible new members of the network, articles, events and presentations, maintaining databases, creation of distribution lists; etc.
- other tasks as may be required in relation to the work of the Forum

Intern Profile

- strong research and analytical skills
- background in political science, international relations, European studies, education or related field;
- strong organisational skills
- knowledge of EU institutions, national policy making processes in Member States and interest in education policies is an asset
- excellent English writing skills, preferably at native speaker level
- ability to work independently and under tight deadlines

Organisational Profile

The European Atomic Forum (FORATOM) is the Brussels-based trade association for the nuclear energy industry in Europe. Its main purpose is to promote the use of nuclear energy in Europe by representing the interests of this important and multi-faceted industrial sector.

FORATOM acts as the voice of the industry in energy policy discussions involving the EU institutions and provides a “bridge” between the industry and the institutions (Members of the European Parliament and key policy-makers in the European Commission).

The membership of FORATOM is made up of 17 national nuclear associations. FORATOM also represents some of the continent’s largest industrial concerns. Nearly 800 firms are represented.

Internship Profile

The intern would assist the Secretariat in the following FORATOM lobbying activities:

- networking with MEPs, EC Officials and industry representatives for information gathering and lobbying purposes
- monitoring upcoming activities in the Parliament and Commission; preparing associated summaries/reports
- producing regular reports identifying events that are important for the nuclear industry
- analysing upcoming legislative proposals and preparing associated briefings
- researching, drafting briefing notes and compiling information for MEPs and industry

Intern Profile

The successful candidate should have the following qualities and skills:

- some knowledge of European Union institutions
- some background in international/European politics/affairs, either through a course or other experience
- fluent in oral and written English. Fluency in other major European languages, such as French German etc., would be an advantage
- an ability to work independently
- initiative
- research skills
- an ability to organise, prioritise and manage several concurrent tasks
- an interest in the European Union legislative process

Organisational Profile

The Commission for Educational Exchange between the United States of America, Belgium and Luxembourg is located in the Royal Library Albert I in Brussels. The Commission administers several Fulbright Scholarship Programs for citizens of Belgium and Luxembourg. Grants are available for graduate study (Master's or Ph.D.), pre-doctoral research and post-doctoral research or university lecturing in the United States. Special programs for language teaching assistants (Dutch, French and German) and secondary school teachers of English also exist. US citizens seeking Fulbright grants for study or research in Belgium or Luxembourg can also obtain information from the Commission. Please see Information for U.S. Citizens.

Internship Profile

The Intern will work in close cooperation with the Educational Adviser-Program Officer, Ms. Erica Lutes. Main Duties & Responsibilities will be:

- operating the US embassy's Educational Advising Center
- social media resources (Facebook, website, Youtube)
- assisting with the scholarship competitions
- research projects on different fields of study

Intern Profile

The successful candidate should have the following requirements:

- experience with applying to US institutions at the undergraduate or graduate level
- willingness to help Belgian students understand the US education system
- be interested in running a small business, working for an NGO and international diplomacy
- it would be helpful to have: basic knowledge in excel, familiarity with social media platforms, basic knowledge of one of the official languages in Belgium

Organisational Profile

Part of the Gresham Group of luxury hotels, the Gresham Belson is a perfect business hotel located in Brussels between the Airport and the city centre. Easy access to the E-40 highway and just a few minutes away from the NATO headquarters, European institutions as well as the business parks.

The Gresham Belson Hotel Brussels is an ideal choice for business and leisure guests alike visiting Brussels as we offer complimentary transport to and from the Airport and the business parks in the vicinity of the hotel.

Internship Profile

The Intern will work in close cooperation with Nils Scheers. Main duties & responsibilities will be:

- sales administration
- guest correspondence
- long term sales projects

Intern Profile

The successful candidate should have the following requirements:

- English speaking
- flexible
- positive thinking
- sales minded

Organisational Profile

HLC is an independent strategy consultancy specializing in public policy issues. We help clients manage public interest, business and political issues and effectively participate in public discussions to shape opinions amongst their stakeholders. We work in partnership with a global network of like-minded experts and consultants, including internationally renowned NGO campaigners, economists, polling experts and political advisors. As we work across a large number of issue areas, we use an adapted skill set combining classic tools along with:

- competitive messaging and stakeholder analysis
- political vulnerability assessment
- brandholder analysis and communications
- minesweeper issues prioritization and dollar impact quantification
- grass roots amplification and campaign strategy
- pressure groups relationship building and management
- design to Win builds competitive marketing strategy for advocacy goals

Internship Profile

The Intern will work in close cooperation with partners and associates. Main duties & responsibilities will be:

- research and analysis of the effects of public policy on an organization
- assistance in daily monitoring of information sources such as government departments, European institutions, NGOs, and other bodies to keep informed about developments in related field of activity
- research on particular issues of relevance concerning clients and upcoming projects
- serving as a resource person on staff projects
- supporting HLC marketing activities, including research for new business proposals, updating content on harwoodlevitt.com, and other online and offline tools

Intern Profile

The successful candidate should have the following requirements:

- good organization skills
- research skills
- communication skills
- good drafting skills and attention to details
- good team player but also capable of working independently
- MS Computer Skills

Organisational Profile

Klenske Ink is a marketing and communications firm offering our clients a 360 degree solution, from content to graphic design, PR to websites and much more. We're not generalists, we're multi-functional. Empowered by a network of professionals and specialists, Klenske Ink offers a tailored, one-stop-shop for all your marketing and communication needs.

As a company, we are dedicated to:

- providing our clients with a one-stop-shop for all their marketing, communication and media needs
- specializing in English-language content writing
- innovating new products and services to enhance the customer experience
- offering a “bespoke” service to match our client’s unique requirements

As a result, Klenske Ink is able to promote the use of language, visuals and multi-media as a means for clearly conveying a company’s value and vision to an international audience.

Internship Profile

Klenske Ink is currently looking for a journalist intern. The selected applicant will play an essential role in providing content for numerous publications and clients. The intern will work one-on-one with Klenske Ink’s Managing Editor in:

- setting up and conducting interviews with leading business and political leaders, artists and others
- drafting articles
- proofreading and editing
- web writing
- SEO copywriting and commercial writing may be required

Intern Profile

The ideal applicant should:

- have relevant experience and supporting portfolio
- ability to present themselves in a professional manner in front of clients and interviewees
- ability to meet deadlines and work with team
- willingness to travel (within Belgium)
- familiarity with social media platforms and content management web systems
- native English speaker, French and Dutch are welcomed assets
- multi-tasking

Organisational Profile

ICAEW (the Institute of Chartered Accountants in England and Wales) is a world leader of the accountancy and finance profession, founded in the UK in 1880.

ICAEW is a professional membership organisation, supporting over 136,000 chartered accountants around the world. Through our technical knowledge, skills and expertise, we provide insight and leadership to the global accountancy and finance profession. Our members provide financial knowledge and guidance based on the highest professional, technical and ethical standards. We develop and support individuals, organisations and communities to help them achieve long-term, sustainable economic value.

ICAEW is a founder member of the Global Accounting Alliance, which represents around 775,000 of the world's leading professional accountants in over 165 countries around the globe, to promote quality services, share information and collaborate on important international issues.

ICAEW has been present in Brussels for over fifteen years, facilitating dialogue among stakeholders on key public policy issues and providing technical advice across a broad range of topics including financial reporting, audit, business law, corporate governance, financial services, tax, skills, regulation, ethics, sustainability, SMEs and entrepreneurship.

Internship Profile

The intern's activities will be focused on the evolution of regulatory developments at European level. Working in close cooperation with the Head of EU Public Affairs, main responsibilities will include:

- research and analysis on specific EU regulatory initiatives
- daily monitoring of specialised press
- drafting of internal reports on key EU policy developments
- research to support the ICAEW activities in Central and Eastern Europe
- support for event design and management in Brussels
- attending and reporting on specific EU policy platforms and meetings
- possible ad hoc support for specific projects and advocacy activities

Intern Profile

The successful candidate will have:

- background in political science, economics, law, international relations or related area
- interest in understanding the EU policy-making process
- desire to gain a first professional experience
- fluency in English (written and oral) – the ability to work in other EU languages is an asset
- good computer skills
- flexibility and ability to work as part of a small, dynamic team

Organisational Profile

ICODA European Affairs is, since 1992, active in the European lobbying and consulting arena.

ICODA European Affairs' offices are situated in Brussels, in the heart of the European quarter. Out of this central position, we deliver services to companies operating in Europe, national and regional governments, NGO's, the European Commission, and European trade associations.

In the area of European advocacy, ICODA European Affairs assists clients in their lobbying and communication with the European institutions. Our core business is identifying, monitoring and analysing new European developments and the impact of the new European legislation on the activities of our clients. Our consultants combine up-to-date knowledge of the European decision making process with extensive practical experience, which will ensure clients a better positioning in the European arena. ICODA European Affairs specializes in financial-economic topics. Our expertise lays especially, but not exclusively, in the area of financial services legislation, which is relevant for insurers, pension funds, banks, asset managers, among others. ICODA European Affairs offers an internship with one of its partners.

Internship Profile

ICODA European Affairs offers internships with focus on the financial services sector, especially insurance. The intern will work very closely with the partner in charge of clients in the financial services area (insurance and pension funds especially). Tasks could include:

- research and analysis of one of the financial sectors to increase background understanding
- assistance in daily monitoring of key developments in the EU regulatory arena
- research on particular issues of relevance concerning these upcoming regulation including related areas
- attendance of meetings with key stakeholders and reporting

Intern Profile

The intern should be:

- reliable and trustworthy, with eye for detail and deadlines
- good interpersonal and communication skills
- be able to work independently without forgetting he/she is part of a team
- analytical mind including willingness to research ambiguity
- efficient on-line research skills
- creative problem solving skills
- proficient in English, and preferably Dutch, any other language an asset



Organisational Profile

ING Belgium SA/NV is a subsidiary company of ING Group (www.ing.com). ING is a global financial institution of Dutch origin offering banking, investments, life insurance and retirement services to over 85 million private, corporate and institutional clients in more than 40 countries. With a diverse workforce of about 115,000 people, ING is dedicated to setting the standard in helping our clients manage their financial future.

The trend is clear: more and more customers are switching to online banking to carry out transactions or to buy simple products and services. For the most part, they still value personal, Professional advice for complex products such as investments and mortgage loans. ING Belgium decided not just to adapt to these changing consumer preferences, but also to take the lead: ING Belgium intends to become Belgium's first direct universal bank. This business model aims to leverage the internet as a fully-fledged sales channel in close collaboration with the traditional branches. The strategy is now becoming reality: all of ING's branches are being converted into attractive points of sale offering personal, professional advice and sales.

Internship Profile

Do you want to work on an important project for the Bank of Tomorrow on your own or with other students? The project will be centred on one of the 4 core requirements of customers (payments, savings & investments, loans or insurance) or deal with an organisational or commercial issue related to the introduction of the new business model.

Besides the project with which an ING colleague will assist you, we also offer you a range of other training opportunities: our business presentation "the lion attitude", compliance + security, developing assertiveness in business and product-related training (insurance, young people, cards).

Intern Profile

The successful candidate will have the following qualities and skills:

- third year students
- EN + FR / EN + NL / FR + NL
- results and Clients oriented
- good sense of communication
- good listener
- commercial awareness
- willing to work almost full time

Organisational Profile

The law firm Laffineur provides clients with the best legal and strategic advice in the fields of EU law, International trade and Belgian Law with a particular focus on Consumer, product safety and Health law. Based in Brussels, Laffineur Law Firm has close proximity and in-depth understanding of policies, objectives and legislative processes of the EU as they relate to clients of the firm. Because the firm participates in shaping the law at each stage of the legislative process, it is ideally positioned for analysing the provisions included in final legislation. The firm provides accurate legal advice and pursues effective arguments in litigation cases whenever the interests of its clients are stake.

Internship Profile

The intern will assist the law firm in its daily work. S/he will have the opportunity to

- participate in the daily processes of a busy law firm
- observe the practical outcomes and implications of EU, French and Belgian Law in the corporate world
- learn how a client-centred business functions

Primary tasks will include:

- monitoring and summarising press articles relevant to the practice of our law firm
- analysing and summarising cases from the European Court of Justice
- editing English-language documents drafted by the lawyers of our firm
- the intern may also be assigned with a specific project or research related to our practice

Intern Profile

The successful candidate will have the following qualities and skills:

- excellent English speaking and writing skills (French is a plus point)
- good people skills
- computer literacy
- reliability and trustworthiness
- good research skills
- international Affairs or Business Major preferred (law classes are a plus point)

Organisational Profile

The Ludwig von Mises Institute-Europe is a non-partisan think-tank fostering an open and free society and dedicated to bridging the gap between believers in the free market across artificial boundaries that often divide academic, business, and political circles.

Members include former Prime Ministers, MEPs, former commissioners, key politicians, senior academics, business leaders and prominent journalists.

Ludwig Von Mises Institute-Europe has as sole objective to creating prosperity for every individual, while initiating new and unaccustomed ways of analysis and debate in order to ensure Europe's future prosperity and security in the world

Internship Profile

To organize conferences and dinner debates held by LVMI Europe and participate in other important think tanks activities:

- to assist with our research projects on European politics and international relations
- to prepare a public relations plan for LVMI Europe
- to establish links with the civil society, media, business, politicians, the EU institutions as well as the European Parliament that will enable LVMI Europe to influence future policy initiatives
- to communicate with LVMI Europe's Patrons, Sponsors and Board of Directors
- to get sponsorship for LVMI Europe's debates, seminars and conferences
- to write a monthly newsletter as well as a weekly blog based on press cuttings sent by EU press officer
- update the website

Intern Profile

- proactive and interested in communicating with a wide range of people
- strong analysis, marketing and networking skills
- a very good knowledge of either English or French
- previous work experience in an office environment
- ability to work organized and independent



Organisational Profile

MasterCard Worldwide -with its MasterCard® and Maestro® brands- is a driving force at the heart of commerce, enabling global transactions and bringing insight into the payments process to make commerce faster, more secure, and more valuable to everyone involved. As a critical link among financial institutions and millions of businesses, cardholders and merchants worldwide, MasterCard provides services in more than 210 countries and territories.

Internship Profile

The scope of the project is supporting the *Incentive Team* with the validation of incentive and customer marketing invoices and managing timely the payment flow in line with the contractual commitments with our customers. Support the *Deal Performance Management Team* with the acceleration of the roll out of the Deal Performance Tracking tool, a tool designed for account teams and finance managers to track the financial impact and performance of their business agreements. Following key tasks will need to be delivered

1. Invoice management process:
 - a. calculate deal performance and validated invoices to ensure invoice amount reflects contractual commitments
 - b. ensure customer has provided sufficient supporting documentation as per the contractual commitment: e.g. proof of marketing spend, volume and transactions certification, proof of launch or implementation cost
 - c. manage the certificates database
 - d. ensure timely payment of our invoices as per the timeframe of the contractual commitments
2. Deal Performance Tracker:
 - a. build a case by case excel based Deal Performance Tracker taking into account the specifics of each contractual agreement
 - b. deal Summary: translate contractual commitments into a term sheet
 - c. performance Calculation: automate incentive calculations to enable account managers and finance team to easily budget, forecast and accrue the correct amounts
 - d. train account managers and finance managers in the use of the tool

Critical success factors will be:

1. invoice management: correct calculation and validation of invoice amount and timely payment
2. deal Performance Tracker: accelerated roll out of deal performance tracker tool across the account manager community

Intern Profile

- outstanding verbal and written English skills
- very analytical mind with strong eye for detail
- excellent PC skills with in-depth knowledge of Microsoft Excel
- ability to deliver with agreed timelines by being proactive and stress resistant
- self motivated with good organizational skills and strong interpersonal communication skills
- team player with good sense of humor

Organisational Profile

Management Centre Europe (MCE) is the largest provider of strategy implementation and business transformation programmes for international companies, wherever they have operations. Management consultancies usually only design strategies and reengineer processes. MCE is different. We enable individual managers and management teams to deliver on their strategic goals. To do this, we provide them with the necessary functional and cross-functional capabilities to measurably improve performance.

Internship Profile

Opportunities for Intern:

- working in an International professional environment – more than 30 different nationalities at MCE
- learning a lot and can add value to your career by having working experience in a Management Consulting company in Brussels - centre of Europe
- being part of a large, dynamic marketing team

The main tasks will be:

- market Research for Specific Market: Asia, Russia, Middle East, Africa, or Industry specific (Pharmaceutical, Medtech, Chemical, Utilities, Telecom)
- network with business people in above field through social media network
- to acquire new database for requested market/industry
- research & Analytical Skills are required

Intern Profile

The successful candidate should have the following requirements:

- language skills: English and one of the languages of Japanese, Chinese, Indian, Korean, Russian, African, Arabic, etc...French, and Dutch are not mandatory, but plus.
- computer Skills: Microsoft applications (Excel, Word, PowerPoint), using Social Network media, correct & Fast Typing Skills
- student Nationality Preference:
 1. Asian: Japanese, Chinese, Indian, Korean, or someone who can speak one of those languages fluently (native level) and familiar with those cultures, business manners, having wide knowledge and deep insights on Asian markets
 2. Russian, African, and from Middle East or someone who can speak one of those languages fluently (native level) and familiar with those cultures, business manners, having wide knowledge and deep insights on those markets
- student Major Preference: studying related to one of the following subject: Pharmaceutical, Medtech, Chemical, Utilities, Telecom.



Organisational Profile

MEDIA CONSULTA is an international advertising and PR agency and a market leader in pan European integrated communications campaigns. MC offers its clients a complete range of communication services in the areas of advertising, PR, TV/ film production, youth, music and sports marketing, event management, corporate publishing and multimedia. Our clients include national and international brands, federations and associations, political institutions and media companies.

Internship Profile

This internship gives you the opportunity to acquire first-hand experience in the exciting environment of a leading international PR agency. As an intern you support our team of PR consultants in the coordination and European-wide implementation of communication campaigns. You will learn the use of various marketing and PR tools, such as classical advertising, media, events, online and dialog-PR.

Intern Profile

The ideal applicant should:

- be students in communication management, public relations, journalism
- be dynamic, team spirit, ability to work autonomous with attention for details
- have decent knowledge of MS Office
- have a healthy interest in communications and public relations, both on a Belgian and an international level
- be fluent in spoken and written English. Dutch or French are assets, as are any other languages



Organisational Profile

Minerva Consulting & Communication is an agency specializing in the management and execution of communication and dissemination activities within European research related projects for the EU Programmes. Minerva gives support to research partners in EU project consortia, executing all dissemination and communication activities and raising awareness to target stakeholders and the public at large. Minerva has a sound expertise and familiarity in EU project management, with the EU administrative, reporting and accounting procedures, besides the writing of communication and dissemination activities in preparation of project proposals.

The main areas of competence are: media campaigns and press relations; events, workshops and seminars organization; graphic design; marketing communication; internet site developments; consultancy in European projects in the communication sector; training modules; impact assessment.

Internship Profile

The intern will be asked to:

- prepare ongoing projects communication materials and reports
- prepare articles, press releases, audiovisual material (provided that they have their own equipment) about scientific issues
- monitor the news on a regular basis on the ongoing thematic and collect information for the websites and the newsletters
- research and assist in updating the projects websites
- ask for interviews to researchers and contact editors and journalists to publish their pieces
- support in the organization of project events and workshops
- support in updating the mailing list of journalists based in EU countries and assist in keeping the relationships, the company has already established with them
- stay in contact with the Brussels community and environment
- attend project meeting and conferences at EU level, meet other journalists and expert in the sector from other EU projects
- help with a broad range of communications tasks supporting the work of the Project Managers
- assist in researching and drafting new project proposals for the FP7

Intern Profile

The successful candidate will have the following qualities and skills:

- English mother tongue or very good knowledge
- good organization and networking skills
- good drafting skills and attention to details
- good team player but also capable of working independently
- MS Computer Skills

Desirable:

- second language
- knowledge of European Projects
- strong interest and knowledge of new media

Organisational Profile

In October 1992 Republic of Macedonia assigned its representative to the European Communities in Brussels. On 22 December 1995 Republic of Macedonia established diplomatic relations with the European Community and negotiations commenced on conclusion of Interim Agreement on trade and trade-related matters. In February 1996 Republic of Macedonia raised its permanent Mission in Brussels to Ambassador's level. The Mission of the Republic of Macedonia to the EU is in particular:

- to represent Macedonian interests in the European Union institutions
- to strengthen the Macedonian position in the EU,
- to maintain and deepen work contacts with the representatives of the European Union institutions, missions and permanent representations of other countries or supranational and international institutions,
- to ensure communication between the public administration bodies of the Republic of Macedonia and the European Union institutions
- to provide support for delegations sent by the Republic of Macedonia during their high level meetings
- to inform the centre about activities of the European Union and send technical documentation and literature
- to help increase awareness about Republic of Macedonia in the EU

The activities of the Mission are based on the priorities of the Republic of Macedonia's foreign policy.

Internship Profile

- prepare documents for meetings of the Macedonian diplomats in the EU institutions, and make files
- participate and take notes from the meetings
- prepare and send documents to the respective Ministries and institutions in the Republic of Macedonia and vice versa to the EU institutions.

Intern Profile

The successful candidate should be:

- university degree on-going (Economics, Law, Political Science/International Relations)
- fluent in English /French (knowledge of Macedonian is an asset)
- proficiency in Microsoft Office Excel, Word and PowerPoint
- strong communication skills and attention to detail
- strong analytical skills



Mission of Montenegro to the EU

Organisational Profile

Mission of Montenegro to the European Union represents Montenegro and its institutions in Brussels. It follows the work and activities of the EU and participates in the preparation of the cooperation projects between the EU and Montenegro, as well as the activities concerning the European integration process of Montenegro. It also follows the participation of Montenegrin officials at the meetings in Brussels and serves as the liaison between the EU institutions and Montenegrin authorities. Mission of Montenegro maintains open channels of coordination with Member States of the EU, and ensures an ongoing dialogue through both formal and informal discussions during policy formulation as well as implementation.

Internship Profile

This internship includes series of activities:

- attending meetings, taking and writing the minutes of the meetings
- conducting research for the Ambassador and diplomatic staff
- organization of the visits of Montenegrin officials
- putting together updated information in different areas of the integration process of Montenegro
- public Relations activities

Intern Profile

The successful candidate should be:

- university degree on-going (Economics, Law, Political Science/International Relations)
- fluent in English /French (knowledge of Montenegrin is an asset)
- proficiency in Microsoft Office Excel, Word and PowerPoint
- strong communication skills and attention to detail
- strong analytical skills



NATO

Organisational Profile

The mission statement of the USDELMC is to: Represent the Joint Chiefs of Staff in deliberations and actions of the Military Committee in Permanent Session and other agencies of the NATO Military Authorities to ensure U.S. interests are advanced in all areas of military policy. USDELMC ensures continuous communication with Joint Staff principals and senior U.S. policy officials from the Department of Defense, the Department of State and other government agencies involved in the formulation of United States policy on all matters related to the Alliance. USDELMC maintains open channels of coordination and communication with Alliance member nations, and ensures an ongoing dialogue through both formal and informal discussions during policy formulation as well as implementation.

Internship Profile

The main duties of the intern will include:

- attending meetings, taking and writing the minutes of the meetings
- helping the planners write policy papers on diverse topics, including (but not limited to) the International Security Assistance Force (ISAF), Arms Control, Counter-Piracy, Contingency Planning, Military Budgeting, NATO Missile Defense, and NATO Space Policy
- preparing briefs for the policy planners
- putting together information books for conferences
- writing correspondence between USDELMC and various US departments
- working with the DOS/DOD on various NATO-US cooperative activities
- conducting research for the policy planners
- helping to host visiting dignitaries from the US and allied countries and showing them around
- working with the US Embassy and US Mission to NATO

Intern Profile

The successful candidate(s) should have the following skills:

- some knowledge of NATO
- knowledge of the US military
- ability to work independently

IMPORTANT NOTE: ONLY STUDENTS WITH A VALID SECURITY CLEARANCE ENROLLED IN THE MILITARY AND/OR THE ROTC PROGRAM ARE ELIGIBLE

Organisational Profile

New Europe – the European weekly, published since 1993, carries news and analyses on European Affairs and EU-World Relations. As the only European publication with a regular coverage of 49 Member States, as well as Candidate and Neighboring Countries, New Europe is a unique product bringing European news to the Countries, as well as National news to the European Union. New Europe also features sections on the European Institutions, EU-Russia, EU-Asia and Transatlantic Relations, as well as on Energy, Environment, and Arts & Culture. Our print circulation comes to 66,000 copies distributed in Europe and beyond, while our news portal attracts over 190,000 visitors per month.

Internship Profile

Responsibilities include:

- monitoring daily news
- proof-reading NE's pages
- updating NE's news portal
- researching for NE's stories and updating the database of external contributors
- attending press briefing and drafting reports
- writing news and analyses to be published in NE

Intern Profile

- interest in European affairs, EU-World relations, journalism and public relations
- fluency in spoken & written English; other languages are an asset
- any major is acceptable, but relevant communication courses are an asset
- good knowledge of MS Office application and Internet as a research tool
- web skills are an asset
- excellent telephone manner

Organisational Profile

PaperImpact is a Belgian-based specialty paper manufacturer's association with 11 member companies from different European countries. Our members produce paper labels for the beer, wine, bottled-water, and spirits industries as well as flexible covering for food packaging.

Our mission is to tout the benefits of specialty paper, and our motto is "Unfolding the potential of paper." We feel that as a sustainable choice and a renewable and recyclable material, paper is a superior alternative to plastic.

Internship Profile

The Communication Intern's responsibilities will include:

- assisting with our client magazine, *the Newspaper*, by coordination the publication and managing contact with the advertising agency
- participating in our Communications working group
- revising our multimedia presentation, "Paper Ambassador"
- updating the website Paper.us.org with stories, news, and events
- updating our extranet site and developing our extranet
- updating the database

Intern Profile

The ideal candidate has several of the following qualities:

- flexibility to do any necessary tasks is a must
- concentration or experience in Communications
- good communications skills and open mind is a must
- excellent English-language skills. Fluency in other languages is a plus
- computer proficiency
- ability to work independently and being proactive
- a positive person, eager to learn about our business

Organisational Profile

Pinnacle is the world's largest specialist international public relations training, media training, communications training company with offices in London, Brussels and Dubai. We conduct training on communications-related topics in open courses, customised sessions and in larger conferences and seminars. Our clients are mid-level to senior public relations and communications professionals from the public and private sectors across Europe, the Middle East, Africa and beyond from NGO campaigners to CEOs and government ministers. The work is varied and our interns have the opportunity to gain valuable professional experience.

Internship Profile

The exact responsibilities are to be agreed but will include the following:

- market Research of target audiences for training programmes
- press and Brussels agenda review
- database entry and maintenance
- training support
- assisting our consultants in preparing training courses
- materials preparation and editing
- technical support (occasionally operating video cameras and microphones during training)
- market research – customer research, client feedback
- assist in the tactical marketing of courses
- providing general support to the office

As we are a training company, the interns can take part in a number of training courses.

A personal development plan will be agreed at the beginning of the internship and reviewed weekly. Should it be required, job application coaching will be provided to the intern.

Intern Profile

- well organised: able to multi-task and respond to competing demands
- research skills: ability to undertake desk research and to summarise main points in succinct and clear reports. Analytical skills necessary to draw conclusions from research
- customer service orientation: automatically thinks from the clients' point of view and what added value can be provided
- entrepreneurial skills: is able to spot opportunities and decide on action to take to turn opportunities into prospects
- communication skills: excellent quality written skills (especially in English), attention to detail. Understands how to communicate in professional contexts
- learning and developing: interested in own professional development and has a clear idea as to own career development. Values work experience as a way to develop their competencies and skills
- proficiency in MS Word, Excel and Power Point. Knowledge of basic web-site management
- languages: fluent in English, working knowledge of French and other languages an asset

Organisational Profile

RISI is the leading information provider for the global forest products industry. Our mission is to create the highest quality information for and about the global forest products industry and deliver it to customers as part of value-added solutions.

RISI was founded in 1985 as Resource Information Systems Inc., and quickly established itself as the premier source of independent economic analysis for the global forest products industry. Top executives throughout the industry grew to trust RISI's rigorous and unbiased analysis to support their strategic decision-making.

In 2000 RISI acquired publishing assets from Miller Freeman, bringing over eighty related industry publications into its portfolio. The new combined company gave customers easy access to a full range of industry intelligence, from news and prices to forecasts and market data.

The company continued to build on this foundation, acquiring the mill cost benchmarking group from Jacobs Consultancy in 2002 and the assets of C.C. Crow Publications, a provider of prices and news for the North American lumber and panel markets, in 2005.

Markets: Pulp and paper, timber, wood products, tissue, nonwovens

Operations: Boston; Brussels; Atlanta; Charlottesville; San Francisco; Portland, Singapore. Soon opening offices in Sao Paolo and Shanghai

Headquarters: Boston, Massachusetts, U.S.A.

Founded: 1985

Ownership: United Business Media and Pegasus Capital Advisors L.P.

Internship Profile

The position will be in our sales and marketing department and will entail market research and support to our VP of Sales for the launch of a promotion campaign for a group of products. The intern will be set clear objectives at the beginning of their work with us and will be given responsibility over a significant part of the project.

Intern Profile

The ideal candidate will:

- be a business or management major with strong interest in marketing
- have completed at least the second year of his/her degree
- be fluent in English (other European languages are an advantage)
- have strong computer literacy with good knowledge of Excel and PowerPoint
- have attention to detail and be willing to learn



SUNBEAMS

Organisational Profile

Sunbeams is a NGO which focuses on raising awareness about how ordinary people can make a positive impact on the environment. It offers a wide spectrum of tools and activities for expats in order to make it easier to choose for an eco-friendly lifestyle:

1. bring information on eco-friendly practices together and make it easily accessible
2. contribute to making eco-friendly activities mainstream practices in Belgium
3. enable networking opportunities among expats and between expats and Belgians
4. facilitate expatriates' access to Belgian and/or global organizations dealing with the environment and nature
5. act as an intermediary between expatriates and Belgian authorities (local, regional and federal)
6. promote expatriates as an important target group towards Belgian authorities, organizations and individuals

Internship Profile

We are looking for volunteers who share the same passion and interest: people who care for the environment and our planet. If you have some time, dedication and maybe some special skills to offer, please do not hesitate. We will need people to take care of:

- IT issues, including website
- events
- writing articles, newsletter
- communication and marketing
- research and translations

Organisational Profile

Founded by renowned primatologist Jane Goodall, the Jane Goodall Institute is a global nonprofit that empowers people to make a difference for all living things. Our work builds on Dr. Goodall's scientific work and her humanitarian vision. Specifically, we seek to:

- improve global understanding and treatment of great apes through research, public education and advocacy
- contribute to the preservation of great apes and their habitats by combining conservation with education and promotion of sustainable livelihoods in local communities
- create a worldwide network of young people who have learned to care deeply for their human community, for all animals and for the environment, and who will take responsible action to care for them

Internship Profile

- Management of the JGI Belgium Membership programme
 - updating database
 - communication with members about news, events and answering questions
 - helping to recruit corporate members
 - membership outreach preparation for January 2011 (getting information about the adopted chimpanzees, news from our JGI African programmes and other factsheets)
- Lead organiser for series of fundraising booths at school Christmas Fairs in late November and early December
- Event support for a variety of planned events (UN Peace Day, Environmental Fairs, Tree Planting event, etc.)
- Website maintenance
 - adding content to website
 - researching for new content and ideas to improve the website
- Assisting in the preparation of the JGI Belgium 2011 Annual Report
- Carrying out other administrative support tasks such as sending emails to volunteers or partner organizations, organizing meetings, updating book and merchandise stock, creating event reports, etc.

Intern Profile

- interest and personal commitment to the Jane Goodall Institute mission and activities
- fluent written and spoken English, with Dutch as an asset
- currently studying at a university level in a relevant field (biology, environmental studies, conservation, business administration, management, international relations, communication, public relations) or with related work experience equivalent
- good IT skills (Word, Excel) and knowledge of Drupal content management system to update website

Organisational Profile

Founded by renowned primatologist Jane Goodall, the Jane Goodall Institute is a global nonprofit that empowers people to make a difference for all living things. Our work builds on Dr. Goodall's scientific work and her humanitarian vision. Specifically, we seek to:

- improve global understanding and treatment of great apes through research, public education and advocacy
- contribute to the preservation of great apes and their habitats by combining conservation with education and promotion of sustainable livelihoods in local communities
- create a worldwide network of young people who have learned to care deeply for their human community, for all animals and for the environment, and who will take responsible action to care for them

Internship Profile

- daily management of the JGI Belgium Membership programme
- communication upkeep with the Adopt a Chimp – Tchimpounga programme
- assisting to organize upcoming events/lectures
- supporting ongoing Public Relations/Communications efforts
- updating website
- carrying out other administrative support tasks such as writing reports, sending emails to volunteers or partner organizations, assisting with budget, organizing meetings, etc.

Intern Profile

- interest and personal commitment to the Jane Goodall Institute mission and activities
- fluent written and spoken English, and either Dutch and/or French
- currently studying at a university level in a relevant field (biology, environmental studies, conservation, business administration, management, international relations, communication, public relations) or related work experience equivalent
- good IT skills (Word, Excel) and knowledge of Drupal content management system to update website
- knowledge of communication and media work is an asset
- the intern should be self-motivated, extremely well-organized, problem-solver, able to multitask, be flexible and a very good communicator



The Loft Group (I) – Sales & Marketing

Organisational Profile

Gain the experience of working with a young, dynamic company in the fashion industry. The Loft Group is a fast growing company on the up and up

Get involved in the today's work environment, by gaining experience in the expanding and fun world of marketing in wellbeing & health industries.

Get your hands dirty in a wide array of projects including our book publishing division, yoga studios, online health community and active store. This function is cross-functional and allows the challenge of working strategically and creatively in marketing all areas. Work can be building a new website (we will train you!), coordinating events, spending time online evaluation the function of our online community... to start. You will work with senior managers that are down-to-earth but passionate about this business!

Internship Profile

To strategically & practically develop marketing program

- build relations with online and physical communities
- develop/ implement strategic marketing program
- build, prepare and send marketing html campaigns and follow up on analytics
- product development evaluation and growth plan assistance
- creation of promotional material, attend photo shoots, etc
- development, negotiation for and implemation of marketing and sales printing material
- propose structure, negotiate price and see through website/ online needs
- general further assistant in area of strategic sales and marketing areas

Intern Profile

- marketing and/ or business studies
- proficient in English
- PC knowledge
- excellent communication skills
- strategic and analytical skills
- enjoys Fashion, active lifestyle, fitness
- motivated and career focused
- willingness to learn

Organisational Profile

Get involved in the today's work environment, by gaining experience in the expanding and fun world of marketing in wellbeing & health industries.

Get your hands dirty in a wide array of projects including our book publishing division, yoga studios, online health community and active store. This function is cross-functional and allows the challenge of working strategically and creatively in marketing all areas. Work can be building a new website (we will train you!), attending fun active events, spending time online evaluation the function of our online community... to start. You will work with senior managers that are down-to-earth but passionate about this business!

Internship Profile

To strategically evaluate and evolve the business.

Through research and interviewing customers and partners, review the structure and workings of the business, and conclude in a strategic document, a business development proposal. Once approved, your project would continue to see the realization of the short term measures and launch of long term approved directions.

Intern Profile

- Business/ International / Economics Studies or related area
- excellent structural & analytical skills
- independent, organized with good interpersonal skills
- proficient in English
- good knowledge of Microsoft Office
- enjoys healthy living, activity & fun
- creative & proactive
- eagerness to work & learn
- willingness to try new things



The Loft Group (III) – Communication

Organisational Profile

Communications is one of the key portals to a company's public image, personality and consumer understanding. We value it highly and seek an intern to support our Director in the areas of our communication platforms. An excellent opportunity exists for a dynamic individual to join a thriving international working environment!

As an intern working with The Loft Group, you will gain the opportunity to work in the sports, fashion and active lifestyles industries. We have a relaxed, fun yet work hard environment meaning that your internship will be a REAL project-based contribution. You will have pride in seeing the actual results of your work.

Internship Profile

- coordinates public relations projects and maintains regular contact with agencies and other business partners
- revises and/or writes the content of news releases, tweets, letters (e.g. direct mail appeal letter), newsletters, invitations, etc.
- assists and/or coordinates events (fundraising, promo initiatives, community events, etc.) as needed
- coordinates all audio visual, display and promotional needs with the assistance of the Director
- helps prepare social media statements and planning; occasional dealings with the media and public

Intern Profile

- Business/ Communications / Marketing Studies or related area
- excellent writing skills
- independent, organized with good interpersonal skills
- proficient in English
- good knowledge of social media
- enjoys an active lifestyle
- creative & proactive
- enjoys communication with people
- eagerness to work & learn

Organisational Profile

Time Warner is a global leader in media and entertainment with businesses in television networks, filmed entertainment and publishing. Whether measured by quality, popularity or financial results, our divisions are at the top of their categories. Time Inc., HBO, Turner Broadcasting System and Warner Bros. maintain unrivalled reputations for creativity and excellence. Our enterprise is more than a collection of great brands that are owned under one roof. Time Warner's businesses strive to collaborate to innovate in technology, products and services. Our digital products and services include best selling videogames such as *LEGO Batman*, and *Batman Arkham Asylum*; classic comics such as DCComics.com; magazines such as Time Inc.'s People.com, SI.com and Time.com; Turner Broadcasting's CNN.com, and many others. The Time Warner Public Policy office, established in Brussels since the early 90s, is responsible for securing a European public policy environment that allows the company and its divisions to continue to grow. To that end, the public policy team works with administrations, political institutions and industry organizations at EU level and supports equivalent activities at country level.

Internship Profile

The Intern main responsibilities, besides being involved in some of the day to day advocacy activities of the Brussels Public Policy office, will be mainly focused on two projects.

Project 1: help reorganizing our contact relationship management system

- re-evaluate methodology
- update database
- devise strategy going forward

Project 2: help redefine our internal communications strategy

- help writing quarterly report
- work on an updated graphic interface
- devise the best technology going forward

The Intern will also shadow the Head of Office and his deputy in business meetings with Industry Associations and EU Institutions.

Intern Profile

The successful candidate should have the following requirements:

- team player
- well organized
- self starter, creative, not afraid to take initiatives
- good writer
- strong research, analysis and communication skills
- excellent computer skills



UPS (I) - EMEA

Organisational Profile

Founded in 1907 as a messenger company in the United States, UPS has grown into a \$51.5 billion corporation by focusing on enabling commerce for its customers around the world. Today, UPS is the world's largest package delivery company and a leading global provider of specialised transportation and logistics services. Every day, UPS delivers more than 15.5 million packages and manages the flow of goods, funds and information for its customers in more than 200 countries and territories worldwide. Globally, UPS employs 425,000 people, utilizes a delivery fleet of approximately 100,000 vehicles and operates the 9th largest airline in the world. The company can be found on the Web at www.ups.com.

UPS first entered Europe in 1976 when it established domestic small package operations in Germany. UPS has since developed a comprehensive European service portfolio, combining local expertise in each market with UPS's international strength and high quality standards. Headquartered in Brussels, UPS in Europe currently employs 40,000 people across the EMEA region and is an Equal Opportunity Employer.

Internship Profile

Project Purpose: Expand market and competitive intelligence on EMEA CEP market to support the UPS Accelerated Growth Strategy

Project Description: Successful candidate will focus on the following areas among others to be able to gain insights in market and competition.

The intern will be responsible for:

- data collection and analysis which will be based on desk research and through utilization of internal resources. Results from these researches will include i.e.
- market Fact Books on UPS high priority markets
- competitor Fact Books and Competitor Maps
- intelligence Sharing Platforms
- trends in CEP market

Intern Profile

- student with a marketing/strategy background
- strong research, analysis and communication skills
- self starter, creative and able to think strategically
- well organized, able to build and manage projects within this scope
- deep Ms Excel, MS Access and PowerPoint skills



UPS Europe (II)

Organisational Profile

Founded in 1907 as a messenger company in the United States, UPS has grown into a \$51.5 billion corporation by focusing on enabling commerce for its customers around the world. Today, UPS is the world's largest package delivery company and a leading global provider of specialised transportation and logistics services. Every day, UPS delivers more than 15.5 million packages and manages the flow of goods, funds and information for its customers in more than 200 countries and territories worldwide. Globally, UPS employs 425,000 people, utilizes a delivery fleet of approximately 100,000 vehicles and operates the 9th largest airline in the world. The company can be found on the Web at www.ups.com. UPS first entered Europe in 1976 when it established domestic small package operations in Germany. UPS has since developed a comprehensive European service portfolio, combining local expertise in each market with UPS's international strength and high quality standards. Headquartered in Brussels, UPS in Europe currently employs 40,000 people across the EMEA region and is an Equal Opportunity Employer.

Internship Profile

The Intern will work in close cooperation with Michael Kozlowski. Main duties & responsibilities will be:

- collecting competitor data
- analyzing rates, zones, and accessorial data
- updating and populating UPS systems

Intern Profile

- timely: tasks performed within deadline
- quality: attention to detail is key
- accurate: submitted rates must be audited

Organisational Profile

United Technologies Corporation (UTC) is a diversified company whose products include Carrier heating and air conditioning, Hamilton Sundstrand aerospace systems and industrial products, Otis elevators and escalators, Pratt & Whitney aircraft engines, Sikorsky helicopters, UTC Fire & Security systems and UTC Power fuel cells.

UTC Fire & Security helps people protect families, property and communities. From home to industry to national security, technology from GE covers the full spectrum of security solutions, including high-tech video monitoring, intrusion and smoke detection, real estate and property access control.

UTC Fire & Security's finance team is currently looking for an intern to help us on various projects within the finance department. In these roles reconciliation between Oracle, Hyperion and Business Objects is key for producing accurate data. The intern will be working closely with our financial planning and analysis (FP&A) manager, EMEA Controller, local finance managers and supply chain finance.

Internship Profile

The intern's main activities will be focused on projects related to cost analysis.

The intern(s) will be involved in the following areas:

- participate in EMEA-wide projects – analysis on specific costs of the business
- gathering/Collecting EMEA cost from the 23 entities and consolidation / analysis / process building and set up
- follow-up on current projects within Finance departments

Intern Profile

The intern should have the following profile:

- finance/accounting background
- strong team spirit
- self-starter
- responsiveness



World Natural Care

Organisational Profile

World Natural Care (WNC) is an environmentally conscious Belgian company which specializes in plant extracts for cosmetics as well as for the nutraceutical and phytotherapeutic industries.

Today we are making significant progress in “custom-made” extractions of various quantities which replace ingredients derived from petroleum in food supplements, cosmetics & SPA products. All WNC productions are Petroleum & Parabene-free. We only produce customized products to suit the needs of each customer under his own brand name.

WNC employs a “Value-Based” marketing and pricing system, and as such we are committed to demonstrating the uniqueness of our products and describing how they can add “value” to the consumer. Business, communication, and marketing majors may be particularly interested in learning more about “Customer-Value”.

Internship Profile

The intern will be learning about and deal with Marketing & Sales. The intern will assist WNC in the company's daily operations and could be responsible for any of the following:

- compilation and analysis of relevant data for the Marketing & Sales dept.
- update of the various tools and databases
- ad hoc support for short-term specific projects
- the promotion of the company products/services through the update or creation of leaflets
- support material for the sales agents
- research of prospects

She/he will also assist & learn on Value-based quotations & pricing. The intern may be given the opportunity to get a hands-on experience with selling on Customer-Value. The intern may also have opportunities to participate in relevant meetings with prospects/customers, on an ad-hoc basis, following the negotiations.

Intern Profile

The ideal candidate has several of the following qualities:

- preferred Communication / Business student with some knowledge of marketing and sales
- interest in Natural/Organic products issues & Environment friendly industries
- good research, communication and networking skills
- good organizational and interpersonal skills and friendly disposition
- good knowledge of English; knowledge of other languages is a plus
- strong team spirit & self confident
- ability to multi-task and prioritize responsibilities: the intern will organize his/her own daily work
- adaptable, creative, methodical, motivated individual

www.vesalius.edu