



Internship External Relations Department (unpaid)

Organisational Profile

Vesalius College Brussels, based in the Capital of Europe, offers Bachelor and Master programmes in Business, Communications and International Affairs, all taught in English.

Founded in 1987 by the Vrije Universiteit Brussel and Boston University, Vesalius College offers American-style education that includes small classes, high teacher/student ratios and participatory classroom experiences. With a diverse student body drawn from all corners of the globe, Vesalius College provides an enriching academic and cultural experience.

The External Relations Department is responsible for the marketing of the College and for recruitment of new students. The department also manages the Vesalius Internship Programme (VIP), where students can take a prestigious internship.

The department is looking for an intern (unpaid) from January 2 for a minimum of 4 months.

Internship Profile

Main Duties & Responsibilities will be:

- Assist in updating the inquiry and alumni databases and in data analysis
- Prepare mailings for recruitment purposes
- Assist in updating the internship catalogue
- Conduct research (mostly via the internet) for the alumni database
- Conduct research for new marketing channels for student recruitment
- Assist in drafting texts and updating the website and Facebook page in close cooperation with the External Relations Officer
- The intern might also be asked to provide general support to the external relations department

Intern Profile

The successful candidate should have the following requirements:

- ✓ Excellent writing and Spoken English language skills
- ✓ Good research and communication skills
- ✓ Experience in working on content management of websites is a desirable
- ✓ Excellent computer skills (Microsoft Office)
- ✓ Initiative, creativity and enthusiasm

Please send your CV to Willemijn Nieuwenhuys at wnieuwen@vub.ac.be