



1. Year Abroad Work Placement Description

INFORMATION ON THE PLACEMENT PROVIDER	
Name of organisation	Groupe ESSCA
Address inc post code	1 rue Joseph Lakanal, 49003 Angers – France
Contact person for this placement	Muriel Jacquelin (Directeur adjoint relations internationals) Nadège PICQUENARD (Coordinator International Mobility)
Department and designation / job title	Exchange students admission International students services
Telephone	+33 2 41 73 47 79 00 33 2 41 73 47 00
E-mail	Muriel.jacquelin@essca.fr Nadege.PICQUENARD@essca.fr
Website	http://www.essca.fr/
Number of employees	400
Short description of the organisation	ESSCA, l'Ecole Supérieure des Sciences Commerciales d'Angers is a French Business School offering programmes at undergraduate and graduate level. It has 8 campuses, 6 in France – Angers and Paris (Boulogne Billancourt) and it also offers semester and summer programmes on its campuses in Budapest and in Shanghai. Just under 5000 students study at ESSCA.
Other	
SELECTION PROCEDURES	
Please specify the documents required for application (e.g. CV and cover letter in German)	CV and cover letter in French
Please specify further selection procedures (e.g. tests, interview in person or via Skype)	Shortlisted students will be interviewed via Skype.

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	International Relations
Number of placements proposed	2 (ideally 2 students doing 1 semester study mobility + 1 semester placement) and vice versa
Job title	International Relations Assistant
Description of activities, including information on the professional skills and experience that the student will be able to gain during the course of the placement.	<ul style="list-style-type: none"> • Updating and auditing information in English on the website • Updating and auditing information on ESSCA's intranet and contact system (MoveOn4) • Updating internal information systems • Maintaining and developing ESSCA's presence and activity on social networking sites such as Facebook, Linked In and Twitter, specifically targeting international students • Creating international promotional material in English for ESSCA campuses: student survival guides, practical guides, newsletters, videos, brochures, posters, etc. • Developing and strengthening relations with international alumni • Sending promotional material to partner universities • Working closely with student associations to integrate French and international students • Tasks relating to the welcoming, arrival and integration of incoming students
In what capacity does the placement allow students to improve their skills in the language studied?	The student will be co-ordinating with colleagues in French and with the French student associations. Translation work will be given from time to time also.
Approximate dates for the placement ¹	end of August to mid January and mid-January to July
Working hours per week and indicate the working days and the working day start/ finish times ²	Monday to Friday, 9am to 5pm (total of 35 hours)
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided

¹ Placements should be 3-6 months in duration. Second year examination results will be published in July 2020 (TBC). The placement start date should be after the publication of results. Placements should conclude no later than 31 July 2021. For six month placements, a start date in mid July or in early January fits in best with the academic year.

² Minimum of 25 hours per week.

	<input checked="" type="checkbox"/> We can assist with finding accommodation <input type="checkbox"/> Student to make own arrangements
Details of financial and "in kind" support to be provided	Stipend of 650 euros Lunch vouchers; financial support with public transport costs
Other	Will work on the offer of accommodation scholarship or increase the stipend if the student cannot pretend to Erasmus scholarship (according to Brexit's decision)

PERSON SPECIFICATION - skills, experience and personal attributes

Essential	Applicants should be native English speakers with a good working knowledge of French, studying towards a Joint Honours degree in French and Management, Economics or International Business Excellent organisational and communication skills
Desirable	Microsoft Office packages- Word, Excel, Power point, Outlook Experience with social networks

INSURANCE

Does your organisation hold general liability insurance?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Would your organisation's insurance provide cover to the student if they were liable for causing damage to property or injuring someone whilst under your supervision?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Would your organisation's insurance cover liability arising from injury sustained by a placement student as a result of their duties whilst at your organisation?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>