

Tasks will include: assisting the Project Leader with the organization of the Registration Days and to support us with the organization and guidance of Tilburg University Summer School 2020.

The International Office of Tilburg University can offer the following:

- **Internship of 10-12 weeks:** preferably a starting date early in June – approximately the last week of August 2020 (in consultation);
  - We are flexible with the length and starting date of the internship, so students can let us know when they are available and for how long.
  
- **A package of interesting tasks during the summer**, with amongst others the following tasks:
  - Summer School: organizing events, promotional activities, guidance during activities etc. See our [video](#)!
  - Registration Days: organizing and hosting a 2-day event where we welcome our newly arrived international students.
  - Study Abroad & Exchange Office: support our Study Abroad & Exchange Office with application procedures, administration.
  - Immigration Office: support our immigration team in VISA procedures.
  - Other interesting project and opportunities.
  
- Internship allowance of approximately **€350** per month;
  
- An **additional (partly) allowance** to cover the rent (dorm room). We will offer support in finding housing.
  
- A **great working environment** with inspiring colleagues and space for inventive and new ideas.

There is not a specific cultural background that we are looking for, but the following is considered important:

- Business level English in speaking and writing (**required**);
- Customer oriented (**required**);
- Experience in organizing;
- Experience in administrative work.

Proficiency in the Dutch language is not required. The candidate is welcome to formulate goals and objectives of their own, and will be given the opportunity to work on it individually or with guidance.

Send us a motivation letter and CV to [summerschool@tilburguniversity.edu](mailto:summerschool@tilburguniversity.edu) with subject “Summer internship application 2020”. **Application deadline March 16, 2020**. This email address can also be used for questions about the internship.

More information via our [website](#) and [video](#).