

Intern for Campus France India Network
Temporary Contract – to start from
Monday 22nd of July 2024

Context:

The French Institute in India (IFI) is a service of the French Embassy in India whose mission is to promote cultural, linguistic, educational and academic exchanges and partnerships between France and India.

The French Institute in India is looking for a candidate for **3 months** for the position of an “Intern – Campus France network” in Mumbai. The candidate will be placed under the hierarchical authority of the Campus France manager in Mumbai and the Campus France national coordinator. The candidate will work within the team based at Mumbai.

Job Profile:

The candidate will have to assist the Mumbai team with day to day office tasks. He/She will be the point of contact of the students, reporting to the Campus France Manager in Mumbai. He/She will be mainly involved in the preparation of the promotional event “Choose France Tour”.

Principle role & responsibilities:

- Follow up on files of Students wishing to pursue the Study in France procedure;
- Schedule interviews for students pursuing the Study in France procedure;
- Support the Mumbai team from time to time during promotional visits;
- Notify Students for Interviews / Appointments / Updates related to their applications;
- Assist the Mumbai team with basic administrative tasks;
- Assist the Mumbai team for logistic and promotional tasks regarding the Choose France Tour.

Skills required:

Proficiency in IT skills: office tools, computer knowledge, filing and pooling;

Writing skills in English;

Know how to identify information that can be communicated to others while respecting professional secrecy;

Respect internal instructions and procedures;

Personal qualities required:

Sense of organization, listening and patience; Curiosity; Autonomy and initiative; sense of responsibility and public service; excellent social behavior; team spirit, involving the sharing of values and the exchange of skills within multicultural teams.

Eligibility:

Some flexibility in working hours is required, depending on the sector's activity.

Prolonged screen hours, resistance to periods of pressure;

Knowledge of French language is not necessary but will be preferred;

Hiring for a fixed duration.

An application file (CV + photo, cover letter in English) should only be sent electronically to the following email address: mumbai@india-campusfrance.org **before the 28th of June 2024.**