

Vacancy for half-time position as Administration and Event Management Intern at the Institute for Interdisciplinary Innovation in healthcare (I3h)

Context of the I3h Institute

We aim at educating the next generation of healthcare professionals and developing scientific knowledge to efficiently contribute to the development of innovative technologies and strategies.

Our vision is to bridge competencies and expertise from various disciplines and foster collaboration to contribute to patient-centered healthcare advances.

I³h is located on both campus Solbosch and Erasmus of the Université libre de Bruxelles (ULB), Brussels, Belgium. Multidisciplinary by nature, I³h is organized as a virtual institute, that is a collaborative research and education environment, linking complementary expertise to elaborate and educate on innovation in healthcare.

Responsibilities

- Support the implementation of the educational programmes and the organisation of events
- Assist in the effective organization of external and internal activities by handling logistics and travel arrangements
- Provide standard information in response to queries in a timely manner and refer requests outside knowledge base to the appropriate person
- Update tracking files, databases and other documents related to the logistics
- Prepare and edit documents, spreadsheets, and presentations
- Support website and social media management
- Handle ad hoc requests and queries from senior managers
- Assist in office management

Required Profile

- Have EU nationality and/or right to live and work in Belgium without a work permit
- Have a Bachelor Degree and be a full-time student
- Excellent verbal and written skills in English and French
- Proficiency in MS Office and basic knowledge of Wordpress
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

Offer

I3h Institute is offering a half-time intern position for a minimum period of 3 months.

Application Procedure

Please send your CV and cover letter by 15th November to info@i3health.eu with subject line “Administration and Event Management Intern – Application”.

Applicants should be ready to start ideally in November 2018, the latest in January 2019.

We strive to hire people who reflect this innovative vision and embrace interdisciplinarity, diversity and inclusion to advance innovation in healthcare, develop a lifelong learning program for professionals, and grow the Institute.