

## Full-time administrative assistant

External call – HEC Management School - ULiège

### About the position

- Implementation of the selection process for Outgoing mobility (Erasmus, double degrees, bilateral agreements and summer programs);
- Administrative support for the management of the International Relations department (creation and update of presentations for students and partners, meeting reports, etc.);
- Update of the IR department online database, e-campus course and Website;
- Documents translation (EN/FR);
- Representation of the institution at international conferences, student recruitment fairs, visits to partner universities, etc.
- Contacts with regional institutions promoting Higher Education (Wallonia Brussels International).

### Profile

- Hold a Bachelor degree in one of the following fields: linguistics, communication, management assistant;
- Languages: English as a native speaker level and French – at least B1 level are required, knowledge of other languages is an asset;
- Be familiar with office and online tools, namely to be able to regularly update the department database and e-campus course;
- Demonstrate an indisputable sense of communication (towards students, colleagues and international partners), especially during information sessions gathering a large audience;
- Show interest in diversity and multiculturalism topics.

### Location and type of contract

The position is based at the University of Liège, in the southeast of Belgium.

Two-year contract, full-time, renewable.

Basic gross monthly salary: 2.375,72 € (full time) – possibility of valuing existing professional experience.

Rank: first specialist agent (1er agent spécialisé).

The University of Liège is an equal-opportunity employer; foreign candidates are strongly encouraged to apply.

### Selection process

Candidates will be selected according to their resume (curriculum vitae) and invited to an interview in front of a committee.

### Additional information

- About the content of the position: Anne Gillet (+32 495.89.24.70)
- About the recruitment process: Human Resources Department

### How to apply

The cover letter and the resume (curriculum vitae) must be sent by e-mail to [Anne.Gillet@uliege.be](mailto:Anne.Gillet@uliege.be) and [France.Petitjean@uliege.be](mailto:France.Petitjean@uliege.be) HEC Liège, rue Louvrex 14, B-4000 Liège before **January 30, 2022**.