

**INTERNSHIP  
VIRGINIA TECH - BURGUNDY SCHOOL OF BUSINESS  
DIJON, FRANCE**

This outlines the arrangement for the Burgundy School of Business to take a business intern from the Pamplin College of Business at Virginia Tech. The Burgundy School of Business is a highly reputable business school in eastern France. Dijon is the capital of the Burgundy region of France, and is a lovely old, smaller city with much history. Paris is 1 ½ hours away by train.

**1. Qualifications**

- a. Rising junior or senior at Pamplin College of Business, any major
- b. Strong interpersonal skills
- c. Significant knowledge of French is required
- d. Understanding and appreciation of cultural differences, flexible, independent

**2. Application Process**

- a. Applications, including a CV and motivation letter in French should be submitted to Nathalie Cureau, International Relations Manager ([nathalie.cureau@escdijon.eu](mailto:nathalie.cureau@escdijon.eu)) with a copy to Reed Kennedy, Director of International Programs, Pamplin, via email, to [kennedyr@vt.edu](mailto:kennedyr@vt.edu). A Skype interview of candidates would then be organized with the host department.
- b. Applications are due by February 1<sup>st</sup>.
- c. Burgundy School of Business will select a candidate no later than February 15.

**3. Internship Description**

Work in the Corporate Relations Department and Career Center of Burgundy School of Business, assisting with projects and other assignments.

The primary duties are:

- Translation and editing of certain categories from the Corporate Relations website targeting international students
- Managing the website and promoting it via emails / social networks to announce the launch of the English part of the website
- Occasional participation in the department activities (help during the entrance exams ...)
- She/he must speak French and have developed relationship skills

Internship will start in mid-May, and last for 10 weeks

This is a very interesting position as it could involve quite a bit of contacts with companies representatives and alumni during the entrance examination if the candidate is outgoing and has a good level of French.

**4. Room and Board Arrangements**

- a. Intern will be housed in an individual dorm type room or in a private home
- b. Intern can eat in the School cafeteria. Lunch during the work week will be provided.

**5. Costs, based on a 6-week internship**

Lodging	\$600
Airfare	\$1200
Food	\$400 (meals available at school cafeteria)
Insurance	\$30
Transportation	\$200
Personal expenses	\$600
Passport	<u>\$135</u>
TOTAL	\$3,165

6. **Course Credit:** Intern may receive 3 hours of course credit if they discuss with Ms. Lorraine Borny in the Management Department prior to the internship and enroll in Field Study.

7. **Website:** Website for the school is <http://www.bsbu.eu/>