Telecom School of Management is a long time partner of Pamplin. They are offering 4 internships exclusively for Pamplin students, 2 with their international summer school program and 2 in their admissions office. Telecom is located in Evry, a suburb of Paris, about 35 minutes from downtown Paris by train. These internships cover some meals and a single dorm room with bath at no cost. Prior Pamplin interns have had great experiences. French language is helpful but not required.

Descriptions of the 2 internships follow. Any major, any year may apply. Deadline to apply is February 5, 2017 – Extended to Feb. 20.

1. **Summer School Internship 2017**

Telecom Ecole de Management will be holding its annual Summer School, from June 26 - July 13, 2017. Participate in the organization, and welcoming of up to 90 International students:

- 22 May-25 June: Logistic organization of Summer School
- 26 June-13 July: Organization and Assistance to Summer School Students
- 13 July-21 July: General administrative support

**Job Description**

Organize with four French interns, different activities:

**Before the Summer School:**

Various administrative duties;
Preparation of Cultural and Leisure activities to be held during the Summer School: Visits to Paris, Versailles, etc.
Preparation of activities on the campus: Barbecues, sport tournaments;
Preparation of airport pick-up Service;
Preparation of Welcome cocktail.

**During the Summer School:**

Communication: Facebook;
Help students to settle into their accommodation; Giving out of badges, bedding kits;
Accompany students for visits in the evenings and on the weekends;
Anime evenings on the campus;  
Participate in field trips to Brussels and Geneva;  
Farewell cocktail.

After the Summer School:  
Various administrative duties.

Requirements:  
- CV  
- Cover Letter  
- Well proficient in computer programs (Word, Excel, PowerPoint)  
- Communicative and open-minded person  
- If not fluent, basic French would be welcome

2. Internship Position in the Admissions Team 2017

Telecom Ecole de Management (TEM) will be holding its annual Competitive Entrance Examination from May 29 to June 30, 2017. Become an Admisseur, part of the team in charge of welcoming over 2,000 candidates to the Integrated Master’s in Management Program of TEM!

The internship is divided into three periods:

- May 22 to May 26, 2017: Various duties related to the internationalization of the School  
- May 29 to June 30, 2017: Admisseur in the Admissions Team (some Saturdays may be worked)  
- July 3 to July 21, 2017: Various duties related to the internationalization of the School.

Job Description:
Promote the School among the candidates taking the competitive entrance exams by being involved in the organization of the event and assistance to the candidates.

Admisseur duties:
As a member of the Admissions team (30 students), you will have to participate in and take over responsibilities in some of the following areas:

- Community management (TEM website, Facebook, Twitter …)  
- Accommodation management  
- Animations  
- Logistics (layout, changing rooms, electronics, phone…)  
- Pick-ups  
- Communicate with the eligible candidates  
- Twice a day, speak in front of the candidates about your experience at Telecom Ecole de Management and your internship as an “admisseur”  
- Take part in the shooting of videos : school promotion, welcoming of international students

Missions related to the internationalization of the School:

- Translation/correction of brochures and other documents in English  
- Website and intranet updates  
- Creation of PowerPoint presentations, videos and/or other communication media  
- Evaluation forms/feedback questionnaire aimed at international students

Requirements:  
- CV  
- Cover Letter
- Very good level of written English
- Familiar with social network management
- Communicative and open-minded person (team work)
- Able to speak in front of an audience (“mike-person”)
- If not fluent, basic French would be welcome

3. Other information and Application Instructions

We offer:
- Accommodation: in one of the students’ residences situated on the campus (single room)
- Board (Lunch at campus restaurant Monday-Friday)
- Excursions to Brussels and Geneva
- Free Internet access in the rooms and free wifi access on campus
- Free access of the multimedia library
- Navigo pass (Paris Train Metro)

Estimated Cost
Costs, based on a 8-week internship

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Lodging</td>
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<tr>
<td>Airfare</td>
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<td>Food</td>
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<td>Personal expenses</td>
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<td>Passport</td>
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<td>TOTAL</td>
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</tr>
</tbody>
</table>

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.


Application Process

a. Applicants should submit a résumé and cover letter explaining their qualifications and desire for this internship, to Dr. Jennifer Clevenger, Director of Global Study Abroad, Pamplin, via email, to jcleveng@vt.edu.

b. Applications are due by February 20.

c. Dr. Clevenger will screen applications, interview those who are qualified, and make recommendations to the Telecom School of Management.

d. Telecom School of Management will select candidates no later than February 28.