



Telecom Ecole de Management  
International Office  
9 Rue Charles Fourier  
91011 Evry, Cedex  
France

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 *Admisseeur*, 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: Admisseeur 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.

**Admisseeur 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 "admisseeur"
- 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

Lodging	\$0
Airfare	\$900
Food	\$300
Insurance	\$32
Transportation	\$200
Personal expenses	\$600
Passport	<u>\$135</u>
TOTAL	\$2,167

**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.

**Website:** Telecom School of Management <http://www.telecom-em.eu/en>

#### 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](mailto: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.