

Ministry of Agriculture and Food Sovereignty
National Institute of Higher Education for Agriculture, Food, and the Environment (L'Institut Agro)
L'Institut Agro Montpellier
2 Place Pierre Viala - 34060 Montpellier Cedex 2

INTERNSHIP OFFER

User Needs Analysis, Communication and Event Management for Academic Mobility

Internship Scope

L'Institut Agro Montpellier (formerly Montpellier SupAgro) is seeking an M2-level intern in communication-mediation/event management to join our Academic Mobility team within the Department of International Relations and Languages. The intern will be under the supervision of the Academic Mobility Manager.

Introduction to the Work Environment

The National Institute of Higher Education for Agriculture, Food, and the Environment (L'Institut Agro) operates as an "EPSCP Grand Etablissement" (Public Establishment with a Scientific, Cultural, and Professional Character). It brings together 1,200 staff members and 4,500 students. L'Institut Agro is structured into three schools: L'Institut Agro Rennes-Angers, L'Institut Agro Dijon, and L'Institut Agro Montpellier.

The designated position is located at L'Institut Agro Montpellier and aligned with the Directorate of Support Services, specifically within the Department of International Relations and Languages. This department's team actively contributes to the international policy of L'Institut Agro Montpellier and the development of academic mobility and international cooperation strategies.

- Enjoy a pleasant campus in proximity to the city center with various botanical spaces
- On-site dining facilities with financial support from the institution.
- Accommodation is available in the residence located in front of L'Institut Agro (rent at the intern's expense).

FOR FURTHER DETAILS:

- www.institut-agro.fr/fr
- en.institut-agro-montpellier.fr

Internship Details

- **Location:** L'Institut Agro Montpellier, 2 Place Viala, 34060 Montpellier.
- **Duration:** From early January (or mid-January) 2024 to the end of June 2024 (or mid-July 2024). 35 hours per week.
- **Remuneration:** Monthly stipend in accordance with current regulations (€4.35/h, approximately €600/month).
- **Selection:** Send your cover letter and CV to sophie.saradjian@institut-agro.fr before December 15, 2023.
- **Individual interviews for selected candidates:** December 18 and 19, 2023, in the morning.

Relational Scope of the Position

The intern will be under the supervision of the Academic Mobility Manager within the Department of International Relations and Languages. Depending on their tasks, the intern may consult with the communication teams and the Support Service for Pedagogy and Innovation in Teaching (SAPIENS). Direct links with students, organizations/companies, other services of the Directorate of Support Services, General Services, pedagogical teams, and external contributors.

Task Description

Analyze user needs, coordinate events related to academic mobility, and enhance communication tools to promote the effectiveness of international exchanges at L'Institut Agro Montpellier. The intern will work in Building 11 (Le Château) at L'Institut Agro Montpellier and could participate in the following tasks (non-exhaustive list) in collaboration with various relevant teams:

■ EVENTS

Mobility Forum Organization (March 14, 2024)

- Mobilization of participating students.
- Logistical organization.
- Design of visuals and production of communication tools for the website and social media.
- Assistance in shooting and editing a video for our website.

■ SURVEY AND NEEDS ANALYSIS

- Analysis of user needs habits for incoming and outgoing academic mobility regarding available information and tools.
- Study on the needs of teachers for the visibility of their offerings for foreign students.

■ TOOLS AND COMMUNICATION SUPPORTS

- Evolution of available tools within the International Relations service.
- Communication support / Data visualization for incoming ALUMNI.
- Materials for digital and online communication.

■ IN COLLABORATION WITH DIFFERENT TEAMS

- Structuring the content of practical documents related to mobilities.
- Compilation and formatting of this information.
- Application of the School's graphic charter.
- Collaboration with the communication department for highlighting on the website and digital media.

Required Skills

- Proficiency in French and English, with an additional language (in Spanish or Portuguese preferred)
- Resourcefulness and creativity.
- Ability in summarizing information in written form.
- Proficiency in Adobe Creative Cloud software, including Photoshop, Illustrator, and InDesign
- Project management and event organization skills.
- Communication skills, both written and oral.
- Ability to work in a team and collaborate effectively with various entities and services.
- Understanding of user needs and proficiency in conducting studies to analyze them.
- Thoroughness in work.
- Ability to implement a research and creation approach, as well as to mobilize theoretical concepts for design and creative work.

If you meet these criteria and are ready to contribute to our academic mobility projects, we look forward to receiving your application.

Send your cover letter and CV to
sophie.saradjian@institut-agro.fr
Deadline for application: December 15, 2023.