

## INTERNSHIP IN COMMUNICATION WITHIN THE INTERNATIONAL RELATIONS OFFICE (IRO)

### HOST STRUCTURE

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Name: Lyon Catholic University (UCLy) – website <https://www.ucl.fr/>  
Address: 10 place des Archives, 69288, Lyon cedex 02, France  
Contact person : Franck Violet – [ri@univ-catholyon.fr](mailto:ri@univ-catholyon.fr)

### PLACEMENT INFORMATION

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Department : Service des Relations Internationales  
Period : From 3<sup>rd</sup> February to 27<sup>th</sup> June 2025 (flexible until 25<sup>th</sup> July 2025)  
Location : 10 place des Archives, 69288, Lyon cedex 02, France  
(UCLy has an Accommodation Office that can help you find a student room or apartment)  
Contract : Internship  
Work load: 28 hours per week  
Gratification : 4,35 € per hour + lunch vouchers  
Profile: Student in Communication eligible for an Erasmus+ grant financed by the sending institution  
Application : **Application deadline : 10/01/2025**  
**By email ([ri@univ-catholyon.fr](mailto:ri@univ-catholyon.fr)) or via the Erasmus+ intern platform (<https://erasmusintern.org/>)**

### MISSIONS

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Reporting to the Head of International Relations, the future intern will participate in the organization and monitoring of the office's communications activities (promotion, prospecting, creation of print and digital materials, etc.).

In this context, they will be involved in the following tasks:

- Update the international section of the UCLy website and intranet in French and English, and redaction of articles for the International Relations Office
- Creation of content for the promotion of the IRO and for UCLy's newsletters
- Management of social media and campaigns dedicated to UCLy's international activities (sometimes in collaboration with the Pôle International and International Student Desk, or with UCLy's Digital Communications Manager)
- Reflection on the promotion of the Pôle International, in direct collaboration with IRO's volunteer
- Benchmarking
- Management of push notifications for the IRO
- Creation or update of print or digital materials (International Student Guide, Outgoing Student Guide, flyers, fact sheets, Pôle International communications, etc.)
- Design of an interactive course catalog for exchange students
- Active participation in the life and organization of the International Relations Office's events

### REQUIREMENTS

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- At least 3 years' higher education in the field of Communications
- Fluent in French (C1) and English (B2)
- Good synthesis skills
- Proactive, rigorous, autonomous
- Ability to work in a team
- Mastery of the web (WordPress CMS) and social networks
- Curiosity, good communication and interpersonal skills
- Proficiency in the Adobe suite (Indesign, Illustrator)
- Audiovisual skills are a plus