



## TRAINEESHIP OFFER

The **EA741-EMMA research laboratory** (<https://emma.www.univ-montp3.fr/>) at Université Paul-Valéry Montpellier 3 is looking for an intern to assist the laboratory's administrative manager and several scholars with the organisation of international scientific events. The **premises** are located on the Saint-Charles site of the Université Paul-Valéry Montpellier 3, in the city centre.

**Duration of the assignment:** 4 March 2024-12 July 2024.

### **Reference persons:**

- Isabelle Ronzetti, Administrative Manager ([isabelle.ronzetti@univ-montp3.fr](mailto:isabelle.ronzetti@univ-montp3.fr))
- Jean-Michel Ganteau and Sandrine Sorlin, EMMA management ([direction-emma@univ-montp3.fr](mailto:direction-emma@univ-montp3.fr))

The trainee will be involved in the **preparation** of scientific events, dealing in particular with the following aspects of the preparation:

- creating communication materials for seminars, colloquia and conferences,
- preparing the material given to participants,

He or she will be involved in **welcoming participants and attending them**, including organising recreational breaks and cultural events.

He or she will assist the administrative manager with **post-event tasks**.

**Fluency in French and English** is required (minimum B2 level in both languages), as well as proficiency in **design** software (Word, Excel and, if possible, Photoshop and In Design).