VUB SOCIAL LEGAL &
FINANCIAL SUPPORT
STUDENT JOBS

HOW TO APPLY FOR A STUDENT JOB ON OUR VUB JOB BOARD

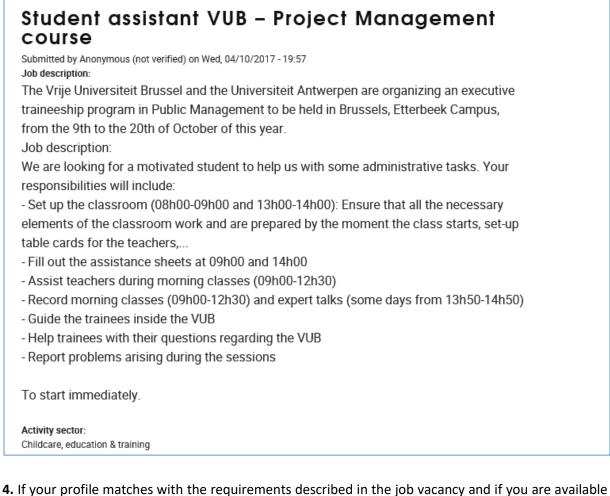**1.** Go to http://studentenjobs.vub.ac.be (no login or password needed)

2. You can find all available student jobs by selecting all **selection criteria**. The available student jobs are showed chronologically (the most recent student job is shown as first).
If you are looking for a specific student job (specific type of job, specific function category, etc.), you can select those selection criteria who meet your requirements: *function category*, *type of job, vacancy number and/or if student jobs are open for non-Dutch or French speaking students*.

3. If you found a student job you are interested in, you can see more information about this specific student job by clicking on the function tittle (text in blue). If you do so, you can find all the information about the employer, the location, your salary, description of the work, etc.

Vacancy Number	Function	Name Employer	Location	Start Of Employment	End Of Employment
23	Student assistant VUB – Project Management course	APEC	VUB	Wed, 11/01/2017	Mon, 11/20/2017
22	Student privéchauffeur bij Pikkup	Pikkup	Zaventem	Sun, 12/31/2017	Fri, 08/31/2018
21	Enquêteurs dans la Région de Bruxelles Capitale	Sonecom sprl	Brussel	Sat, 12/30/2017	Sun, 12/31/2017

Student assistant VUB – Project Management course

Submitted by Anonymous (not verified) on Wed, 04/10/2017 - 19:57

Job description:

The Vrije Universiteit Brussel and the Universiteit Antwerpen are organizing an executive traineeship program in Public Management to be held in Brussels, Etterbeek Campus, from the 9th to the 20th of October of this year.

Job description:

We are looking for a motivated student to help us with some administrative tasks. Your responsibilities will include:

- Set up the classroom (08h00-09h00 and 13h00-14h00): Ensure that all the necessary elements of the classroom work and are prepared by the moment the class starts, set-up table cards for the teachers,...
- Fill out the assistance sheets at 09h00 and 14h00
- Assist teachers during morning classes (09h00-12h30)
- Record morning classes (09h00-12h30) and expert talks (some days from 13h50-14h50)
- Guide the trainees inside the VUB
- Help trainees with their questions regarding the VUB
- Report problems arising during the sessions

To start immediately.

Activity sector:
Childcare, education & training

4. If your profile matches with the requirements described in the job vacancy and if you are available to work in the requested period, you can **candidate for the** selected **student job** by clicking on the link 'apply for this job'.

Application form:
Apply for this job

Vacancy number:
23

5. If you apply for a student job, you need to provide some information about yourself: your name and surname, your student number, your e-mail address and your study programme. You also must mention if you are a VUB or EhB student, if you are a PhD student and if you are a non-EEA student. As a PhD or a non-EEA student, there are some strict regulations you must follow if you want to work as a student. More information: https://student.vub.be/en/student-jobs#can-i-work-as-a-student.

Student job application form

I am a VUB / EhB student *

○ Yes

○ No

Student number *

First name *

Last name *

E-mail *

Study programme *

Furthermore, there is a possibility to upload your resume (CV), a valid student@work attestation and a motivation letter.

IMPORTANT: if you apply for a VUB job, it is obligatory to upload your resume (CV) and a valid student@work attestation (www.studentatwork.be). A motivation letter is optional. Are you candidating for a non-VUB job, it is obligatory to upload your resume (CV). A motivation letter and a valid student@work attestation is optional.

If you filled in all necessary information and uploaded all necessary documents, you can click on the 'submit' button: your application will be sent.

WiMA9

What code is in the image? *

Enter the characters shown in the image.

Submit

6. The further process of your application depends on the type of job you applied for. There are 2 possibilities: you applied for a VUB job or you candidated for a non-VUB job

A. **Application for a VUB job**: your application will go directly to the service/department/faculty of the VUB who is looking for a student. The contact person of this service/department/faculty will receive an e-mail with your application. He/she will decide to invite you for a job interview and will contact you for more information.

B. **Application for a non-VUB job**: your application will go directly to a colleague of *student jobs*. This colleague will verify your profile to see if this matches the requirements of the job vacancy.

   If there is a match, the colleague of *student jobs* will send you the contact information of the employer, so you can apply for this non-VUB job vacancy you are interested in. It is this employer who decides if you will get an invitation for a job interview.

   If there is no match, you will not receive the contact information of the employer. Instead, a colleague of *student jobs* will explain you why there is not a match between your profile and (the requirements of) the job vacancy you are interested in. In this case, you can search for another student job on our VUB job board.

IMPORTANT: if you have indicated that you are a PhD student or a non-EEA-student and/or if you have indicated that you are no VUB or EhB student, your application will go directly to a colleague of *student jobs* (nevertheless this is a VUB or non-VUB job).
This is because there are some strict regulations you need to follow if you want to work as a PhD or a non-EEA student. In this case, you are screened to see if you can work as a student. If you are a no VUB or EhB student, it is not possible to apply for jobs on our VUB job board.