

Annex A – Internship description and responsibilities

Job Title: Administrative and Academic Support

Address: ENSA Nantes [Mauritius], Unicity International Education Hub, Pierrefonds, Mauritius

Reports to: Director and/or Deputy Director

Duration: 3 to 6 months

About the Company:

ENSA Nantes opened a branch campus in Mauritius namely, ENSA Nantes [Mauritius] in 2016, on the Unicity Education Hub campus in Pierrefonds. The school is an open-air pedagogical laboratory where experimentation and teaching are linked and welcomes a hundred students each year. Like ENSA Nantes, it fosters a dynamic environment for a rich and diverse student life. We are currently looking for a proactive and motivated Administrative Intern to assist with a variety of administrative tasks and gain hands-on experience in office management and daily operations.

Responsibilities:

- Assist with day-to-day administrative tasks, including managing calendars, scheduling meetings, and organizing events on the campus.
- Prepare and maintain office documents, files, and records, ensuring accuracy and confidentiality.
- Assist with data entry, processing paperwork, and maintaining office supplies.
- Help with preparing agreements, reports and any other documents for management.
- Support team members with ongoing tasks, follow-ups and filings.
- Support special administrative projects as needed.

Who we are looking for:

- Upcoming/Recent graduates with a diploma/degree in Management, HR, Business Administration or related fields.
- Strong organizational and time management skills.
- Willing to learn, adapt, and take on new challenges.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Should be meticulous, provide accurate deliverable and ability to handle confidential information.

Please send your resume and a brief cover letter outlining your interest in this internship to charifa.tegally@nantes.archi