# INFORMATION OF HOST UNIVERSITY

**Name of institution:** Instituto Tecnológico y de Estudios Superiores de Monterrey  
**Address:** Avda. General Ramón Corona 2514 Col Nuevo México, Zapopan, Jalisco  
**Telephone:** 00 52 33 3669 3000  
**Web:** www.gda.itesm.mx

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# INFORMATION OF PLACEMENT OFFER

**Department:** International Programs Office  
**Description of activities:**  
- Assistance to the coordination of international students.  
- Logistics and follow up of the Summer I Program.  
- Attention to the international students during the summer program.  
- Assistance to the special groups’ coordinator.  
**Working languages:** Spanish and English  
**Working place:** International Programs Office  
**Length:** 15 days  
**Daily working time:** 8:00 to 5:00 pm  
**No. of offered placements:** 2  
**Is the university offering accommodation?:** ☒ Yes  
Accommodation in the residences of the university.  
**Is the university offering any supplementary contribution?:** ☒ Yes  
*Indicate what and conditions:* 1 meal per day Monday to Friday.

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# CURRICULAR PROFILE OF CANDIDATE

**Required experience:** No  
**Required skills:** Teamwork. Leadership. Analytical skills. Customer follow up. Real time logistics support.  
**Required academic title:** No  
**Category**  
- ☐ Diploma  
- ☒ Degree  
- ☐ Master  
- ☐ Doctorate  
- ☐ Postgraduate degree  
- ☒ Other: