INFORMATION OF HOST UNIVERSITY

Name of institution: Universitat Jaume I
Address: Avda. Sos Baynat s/n, 12071 Castellón de la Plana
Telephone: +34 964708000
Web: www.uji.es

Short description: Universitat Jaume I is the public university in the north of the Valencian Community, a territory on the European Mediterranean coast between the cities of Valencia and Barcelona, well connected to Madrid. Created in 1991, the UJI has positioned itself as a university of proximity, characterized by personalized treatment, the agility of administrative procedures and a significant level of participation of its members in university life, thanks, among other factors, to a population of comfortable dimensions -around 15,000 students- and an integrated campus, with modern, functional and sustainable facilities. More information here.

INFORMATION OF PLACEMENT OFFER

Department: International Relations Office

Description of activities: The activities that take place in this office vary according to the time of year. We would like to point out some of them in which the candidates could collaborate according to the time of the year when they visit us.
- Dissemination of international and national mobility programmes for students (between November and March).
- Academic and administrative management of international and national mobility programmes for students (all year round)
- Dissemination and management of international mobility programmes for teachers and administration and services staff.
- Reception and integration of incoming students and staff (September-October and January-February mainly)
- Management of mobility agreements (until November)
- Internationalisation conferences (November-December)
- Program of courses a la carte (all year round, on request)
- Attention to the public and reception of incoming personnel (all year round)

Working languages: English, Spanish
Working place: Castellón de la Plana

Length: (minimum 7 working days – maximum 15 days) 7 working days

Daily working time: 7 hours

No. of offered placements: 1

Is the university offering accommodation?: ☒ No

Is the university offering any supplementary contribution?: ☒ No

CURRICULAR PROFILE OF CANDIDATE

Required experience: Experience on an International Relations Office or Service
**PLACEMENT OFFER UJI01**

<table>
<thead>
<tr>
<th>Required skills:</th>
<th>Teamwork and communication skills</th>
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<tbody>
<tr>
<td>Required academic title:</td>
<td>Unspecified</td>
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<tr>
<td>Category</td>
<td>Diploma</td>
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<td>Postgraduate degree</td>
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