

CGU Stella for staff 2020

Professional Mobility Programme for Services Staff

PLACEMENT OFFER CET01

INFORMATION OF HOST UNIVERSITY

Name of institution:	CETYS University.
Address:	Km. 1 Camino Microondas Trinidad 3ra. Sección Fracc. Las Palmas. Ensenada, B. C. México.
Telephone:	+52 646 222 23 00
Web:	www.cetys.mx
Short description:	CETYS University is a private, nonprofit, higher education institution founded in 1961, located in the state of Baja California Mexico, with three campus: Ensenada, Tijuana, Mexicali. CETYS is accredited by agencies certifying academic quality and educational models, adhering to the highest quality standards in national and international levels. Designated as an "institution of excellence" by Mexico's Government.

INFORMATION OF PLACEMENT OFFER

Department:	International Affairs - International Programs.
Description of activities:	Working directly with international students, regarding daily activities, logistics of their courses. Helping with the organization of international events (summer program, international speakers, and international week). Sharing good practices with the international office team. Supporting and shadowing international offices. Working directly with the international students team (Buddy Program) regarding weekly and monthly activities, helping with the logistics and organization. Analyzing website for international students and provide feedback to the international office. Working on promotion to encourage CETYS's students to study abroad. Collaborating with the international team with ongoing projects to give a different perspective.
Working languages:	English, Spanish.
Working place:	International Programs office.
Mobility period	To be agreed with the candidate.
Length:	7 working days.
Daily working time:	9:00 – 17:00. 2 hours for lunch.
No. of offered placements:	1
Accommodation	Free. The accommodation will be at a hotel. Maximum of 8 days. Nice hotel located at the city center. 10 minutes distance from CETYS University.
Supplementary contribution	Transportation service at the arrival and departure at San Diego (USA) or Tijuana (Mexico) airports.

CURRICULAR PROFILE OF CANDIDATE

Required experience:	International arena, previous experience at the international department within a university, active role in the organization of international activities. Previous work with international students, colleagues.
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Required skills:	English skills, intercultural competence, team work player. Cross-cultural communication, organizational and leadership skills. Time management.
Academic title	Diploma.