

CGU Stella for staff 2020

Professional Mobility Programme for Services Staff

PLACEMENT OFFER UDC02

INFORMATION OF HOST UNIVERSITY

Name of institution:	University of A Coruña.
Address:	R/ da Maestranza, 9. 15001 - A Coruña.
Telephone:	+34 881013634
Web:	https://www.udc.gal/en/
Short description:	The University of A Coruña was founded in 1989. As a public service, the University of A Coruña is open to the society in general. The University of A Coruña is a modern, innovative and dynamic university. It actively encourages integral training and education through specific programmes covering the areas of culture, cooperation, equality, languages and technology. The University of A Coruña has campuses in A Coruña and in Ferrol, two beautiful coastal cities in the Northwestern Spain. Together, these two cities form Galicia's most dynamic cultural and economic area.

INFORMATION OF PLACEMENT OFFER

Department:	International Relations Office.
Description of activities:	Support for the different tasks developed at the International Relations Office, especially those related to student mobility.
Working languages:	English and Spanish.
Working place:	IRO A Coruña.
Mobility period	To be agreed with the candidate.
Length:	7 working days.
Daily working time:	9:00 -14:00
No. of offered placements:	1
Accommodation	No.
Supplementary contribution	No.

CURRICULAR PROFILE OF CANDIDATE

Required experience:	<p>Knowledge of International Office common practice. Specific management of exchange mobility programmes.</p> <p>Monitor, review and analyse exchange programmes and issues in international policy.</p> <p>Development and monitorisation of specific calls for Internationalisation at home measures.</p> <p>Management of virtual mobility.</p> <p>Mobility software skills.</p>
Required skills:	<p>English speaking. Communication skills for social media.</p> <p>International student counselling.</p>
Academic title	Diploma