

## CGU Stella for staff 2020

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER UDLO1

INFORMATION OF HOST UNIVERSITY	
<b>Name of institution:</b>	University of Lleida.
<b>Address:</b>	C/ jaume II, 67, Ed. Annex, 2N Pis - 25001 Lleida.
<b>Telephone:</b>	+34 973003530
<b>Web:</b>	<a href="http://www.udl.cat">www.udl.cat</a>
<b>Short description:</b>	Public university.
INFORMATION OF PLACEMENT OFFER	
<b>Department:</b>	International Relations.
<b>Description of activities:</b>	Administrative tasks related to mobility programs, international cooperation agreements, and incoming and outgoing students and research and teaching staff.
<b>Working languages:</b>	Spanish, English, Catalan, Other (French, Italian...).
<b>Working place:</b>	International Relations Office.
<b>Mobility period</b>	To be agreed with the candidate.
<b>Length:</b>	15 working days.
<b>Daily working time:</b>	7 hours.
<b>No. of offered placements:</b>	1
<b>Accommodation</b>	Yes. Free in the university campus residence, as long as it is requested in due time to guarantee availability. It is advisable to inform at least one month in advance.
<b>Supplementary contribution</b>	No.
CURRICULAR PROFILE OF CANDIDATE	
<b>Required experience:</b>	No specific experience requested, but it is advisable to have been involved in Mobility Programs, International Relations or Administrative tasks.
<b>Required skills:</b>	Spanish and/or English knowledge, IT User level skills (Microsoft Office, web, mail and social networks).
<b>Academic title</b>	Degree