

## CGU Stella for staff 2020

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER UDLO7

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>	+34 973 003530
<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>	Academic Management Service - External Placement Office.
<b>Description of activities:</b>	<ul style="list-style-type: none"> <li>- Assistance in the organization of the External Academic Placements.</li> <li>- Providing information from the External Placement Office to the companies, professors (placement managers at each centre) and students.</li> <li>- Assistance dealing with the educational cooperation agreements with companies all over the world.</li> </ul>
<b>Working languages:</b>	English, Catalan, Spanish.
<b>Working place:</b>	Pl. Víctor Siurana, 1 - 25003 Lleida.
<b>Mobility period</b>	Within the indicated period. June 2020.
<b>Length:</b>	7 working days.
<b>Daily working time:</b>	6 hours.
<b>No. of offered placements:</b>	1
<b>Accommodation</b>	Yes. Free as long as it is requested in due time to confirm 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>	Administrative tasks in the External Academic Placements area.
<b>Required skills:</b>	English and/or Spanish are recommended and knowledge of computer office tools.
<b>Academic title</b>	Diploma, Degree.