

## CGU Stella for staff 2020

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER UJI01

#### INFORMATION OF HOST UNIVERSITY

|                             |  |
|-----------------------------|--|
| <b>Name of institution:</b> | Jaume I University.  |
| <b>Address:</b>             | Avda. Vicente Sos Baynat s/n 12071 Castellon (Spain).  |
| <b>Telephone:</b>           | +34 964728000  |
| <b>Web:</b>                 | <a href="http://www.uji.es">www.uji.es</a>   |
| <b>Short description:</b>   | The University Jaume I of Castelló (UJI) is the public university of the north of the Valencian Community, a territory of the European Mediterranean coast located 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 comfortable population dimensions – around 15,000 students – and an integrated campus, of modern, functional and sustainable facilities. |

#### INFORMATION OF PLACEMENT OFFER

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| <b>Department:</b>                | International Relations Office.  |
| <b>Description of activities:</b> | <p>The activities that take place in this office vary depending on the time of year. We indicate some in which the candidates could collaborate according to the time of the year in which they visit us.</p> <ul style="list-style-type: none"> <li>• Diffusion of international and national mobility programs for students (between November and March).</li> <li>• Academic and administrative management of international and national mobility programs for students (all year round).</li> <li>• Diffusion and management of international mobility programs for teachers and for administration and services personnel.</li> <li>• Obtain and integrate incoming student and staff (September-October and January-February mainly).</li> <li>• Management of mobility agreements (until November).</li> <li>• Internationalization journeys (November-December).</li> <li>• Program of courses tailor-made (throughout the year, according to demand).</li> <li>• Attention to the public and reception of incoming staff (all year).</li> </ul> |
| <b>Working languages:</b>         | English, Spanish, Catalanian.  |
| <b>Working place:</b>             | International Relations Office.  |
| <b>Mobility period</b>            | To be agreed with the candidate.   |
| <b>Length:</b>                    | 7 working days.  |
| <b>Daily working time:</b>        | 9:00 – 14:00.  |
| <b>No. of offered placements:</b> | 1  |
| <b>Accommodation</b>              | No.  |

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| <b>Supplementary contribution</b>      | No.   |
| <b>CURRICULAR PROFILE OF CANDIDATE</b> |   |
| <b>Required experience:</b>            | Being working in an International relations office or similar service of a university as student advisor or as exchange programs manager more than 2 years. |
| <b>Required skills:</b>                | Teamwork.<br>Communication skills.<br>B2 English level.<br>B2 Spanish level.<br>Microsoft office tools.   |
| <b>Academic title</b>                  | Diploma , Degree.   |