

CGU Stella for staff 2020

Professional Mobility Programme for Services Staff

PLACEMENT OFFER UMA01

INFORMATION OF HOST UNIVERSITY

Name of institution:	University of Malaga.
Address:	Avenida Cervantes 2.
Telephone:	952131000
Web:	http://www.uma.es
Short description:	The University of Malaga (UMA) is a young, growing university that has made quality teaching, cutting-edge research and knowledge transfer its trademark. Privileged in its geographical location, UMA is renowned for its highly qualified teaching and research staff. It maintains strong ties to the productive and academic sector of the region. Courses at UMA combine traditional subjects with many specialised degrees and postgraduate courses that allow students to design the studies that best suit their needs and interests. In addition, complementary cultural activities give students an all-round education.

INFORMATION OF PLACEMENT OFFER

Department:	International Relations Office.
Description of activities:	<ul style="list-style-type: none"> - Knowing the administrative services for academic exchange, student mobility and university staff. - Knowing the different Services and Faculties of the University of Malaga - Interview with academic authorities.
Working languages:	Spanish/English.
Working place:	International Relations Office.
Mobility period	To be agreed with the candidate.
Length:	7 working days.
Daily working time:	8:00 – 15:00.
No. of offered placements:	2
Accommodation	Yes. Free lodging for 8 nights.
Supplementary contribution	Yes. Free meal.

CURRICULAR PROFILE OF CANDIDATE

Required experience:	Experience in managing international relations and administrative support.
Required skills:	Spanish and English spoken.
Academic title	Diploma.