

CGU Stella for Staff 2021

Professional Mobility Programme for Services Staff

PLACEMENT OFFER UDLO1

INFORMATION OF HOST UNIVERSITY	
Name of institution	University of Lleida.
Address	C/ Jaume II 67, ED. Annex, 2N Pis - 25001 Lleida (Spain).
Telephone	+34 973003530
Web	www.udl.cat
Short description	Public higher education institution.
INFORMATION OF PLACEMENT OFFER	
Mobility	In-person.
Department	International Relations.
Description of activities	Administrative tasks related to mobility programs, international cooperation agreements, and incoming and outgoing students and research and teaching staff.
Working languages	Spanish, English, Catalan, Other (French, Italian, Portuguese...).
Working place	International Relations Office.
Mobility period	To be agreed with the candidate.
Length	15 working days.
Daily working hours	7 hours.
No. of offered placements	1.
Accommodation	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.
CURRICULAR PROFILE OF CANDIDATE	
Required experience	No specific experience requested, but it is advisable to have been involved in Mobility Programs, International Relations or Administrative tasks.
Required skills	<ul style="list-style-type: none"> Spanish and/or English proficient level. IT User level skills (Microsoft Office, web, email and social networks).
Academic title	<ul style="list-style-type: none"> Degree. Diploma. Master.