

## CGU Stella for Staff 2021

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER UPCT01

#### INFORMATION OF HOST UNIVERSITY

|                            |   |
|----------------------------|---|
| <b>Name of institution</b> | Technical University of Cartagena.  |
| <b>Address</b>             | Plaza del Cronista Isidoro Valverde Edif. La Milagrosa 30202<br>Cartagena - Murcia, Spain.  |
| <b>Telephone</b>           | 0034 968 32 5971.   |
| <b>Web</b>                 | <a href="http://www.upct.es">www.upct.es</a>  |
| <b>Short description</b>   | The UPCT is a public institution, established in 1998 and as such is the youngest Technical University in Spain. It is comprised of 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes. |

#### INFORMATION OF PLACEMENT OFFER

|                                  |  |
|----------------------------------|--|
| <b>Mobility</b>                  | Virtual.   |
| <b>Department</b>                | International Relations office.  |
| <b>Description of activities</b> | <ul style="list-style-type: none"> <li>• Assistance in the organization of international events.</li> <li>• Support with student mobility programmes.</li> <li>• Maintenance of databases, webpage and social network.</li> <li>• General administrative support (use of e-mail and telephone).</li> </ul> |
| <b>Working languages</b>         | Spanish and English.   |
| <b>Working place</b>             | Edificio ELDI - International office - calle del Angel 32 Cartagena.   |
| <b>Mobility period</b>           | To be agreed with the candidate.   |
| <b>Length</b>                    | 15 working days.   |
| <b>Daily working hours</b>       | 09:00-14:00 h.   |
| <b>No. of offered placements</b> | 1.   |

#### CURRICULAR PROFILE OF CANDIDATE

|                            |  |
|----------------------------|--|
| <b>Required experience</b> | <ul style="list-style-type: none"> <li>• Experience in management of student mobility programme for studies and internship for incoming and outgoing students.</li> <li>• Knowledge as well of programme for mobility of professor and researchers.</li> </ul>   |
| <b>Required skills</b>     | <ul style="list-style-type: none"> <li>• A part of Spanish and English, other languages like French or Portuguese are an asset.</li> <li>• Use of Microsoft office and outlook.</li> <li>• Knowledge or participation at Erasmus+ programme or H2020.</li> </ul> |
| <b>Academic title</b>      | <ul style="list-style-type: none"> <li>• Diploma.</li> </ul>   |