INFORMATION OF HOST UNIVERSITY

Name of institution: Technical University of Cartagena.
Address: Plaza del Cronista Isidoro Valverde Edif. La Milagrosa 30202 Cartagena - Murcia, Spain.
Telephone: 0034 968 32 5971.
Web: www.upct.es
Short description: 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

Mobility: Virtual.
Department: International Relations office.
Description of activities:
- Assistance in the organization of international events.
- Support with student mobility programmes.
- Maintenance of databases, webpage and social network.
- General administrative support (use of e-mail and telephone).
Working languages: Spanish and English.
Working place: Edificio ELDI - International office - calle del Angel 32 Cartagena.
Mobility period: To be agreed with the candidate.
Length: 15 working days.
Daily working hours: 09:00-14:00 h.
No. of offered placements: 1.

CURRICULAR PROFILE OF CANDIDATE

Required experience:
- Experience in management of student mobility programme for studies and internship for incoming and outgoing students.
- Knowledge as well of programme for mobility of professor and researchers.

Required skills:
- A part of Spanish and English, other languages like French or Portuguese are an asset.
- Use of Microsoft office and outlook.
- Knowledge or participation at Erasmus+ programme or H2020.

Academic title:
- Diploma.