

CGU Stella for Staff 2021

Professional Mobility Programme for Services Staff

PLACEMENT OFFER UPM01

INFORMATION OF HOST UNIVERSITY

Name of institution	Technical University of Madrid.
Address	Avda. Ramiro de Maeztu, s/n.
Telephone	+34-91-0670287
Web	www.upm.es
Short description	Universidad Politécnica de Madrid (UPM), founded in 1971 as a result of the merger of the Higher Technical Schools existing since the 18th century, is the oldest and largest Spanish technical university. It has almost 3,000 faculty members, 414 researchers and 1,900 administrative staff. Around 36,000 undergraduate and master's students and 1,900 doctoral students are currently studying at UPM. The 18 UPM schools cover most engineering disciplines, as well as architecture, computer science and geodesy and cartography, and even fashion design and sports.

INFORMATION OF PLACEMENT OFFER

Mobility	In-person.
Department	International Relations Office.
Description of activities	European exchange and programmes like the following: <ul style="list-style-type: none"> • Students' exchanges. • Database of bilateral agreements. • Preparation of courses for international students. • General and specific agreements with foreign Institutions. • Cooperation with developing countries. • Language programme. • International accounting related to Europe, Latin America. • Cooperation.
Working languages	Spanish.
Working place	International Office.
Mobility period	October.
Length	7 working days.
Daily working hours	6 hours.
No. of offered placements	2.
Accommodation	Free.
Supplementary contribution	Free breakfast and foods.

CURRICULAR PROFILE OF CANDIDATE

Required experience	To show a profound interest in the tasks assigned by showing initiative, diligence and motivation.
----------------------------	--

CGU Stella for Staff 2021

Professional Mobility Programme for Services Staff

PLACEMENT OFFER UPM01

Required skills	European Programs Coordination: <ul style="list-style-type: none">• Students Exchanges.• Lecturers and Professors exchanges.• Bilateral agreements database.• Preparation of courses for international students• International accounting relative to Europe, Latin America, Worldwide and Cooperation Office.
Academic title	<ul style="list-style-type: none">• Degree.