

## CGU Stella Junior 2021

*Mobility and training programme for students*

### PLACEMENT OFFER UPCT01J

#### 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 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>• Help with the organization of the mentioned international programmes;</li> <li>• Oral and written communication principally in Spanish, but also in English;</li> <li>• Inputting and editing documents in Excel, Word and PowerPoint;</li> <li>• Providing information from the International Office to the teachers and students;</li> <li>• Creating and supervising materials for incoming and outgoing students;</li> <li>• Answering the student's questions, that are related to the university, and also with life in Cartagena, helping them with the paperwork and to resolve different kinds of problems.</li> </ul>
<b>Working languages</b>	English - Spanish.
<b>Working place</b>	Edificio ELDI - International office - calle del Angel 32.
<b>Mobility period</b>	To be agreed with the candidate.
<b>Length</b>	30 calendar days.
<b>Daily working hours</b>	9:00 -14:00.
<b>No. of offered placements</b>	2.

#### CURRICULAR PROFILE OF CANDIDATE

<b>Required experience</b>	<ul style="list-style-type: none"> <li>• International Relations studies; Modern languages, Social science, Translation, Humanities.</li> <li>• Foreign Languages;</li> <li>• Study abroad.</li> <li>• Living abroad</li> </ul>
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<b>Required skills</b>	<ul style="list-style-type: none"><li>• Interested in international affairs;</li><li>• Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint);</li><li>• Communication skills;</li><li>• Flexibility in approach to work;</li><li>• Capability of working in an international environment;</li><li>• Knowledge of English, Spanish, French or Portuguese.</li></ul>
<b>Academic title</b>	<ul style="list-style-type: none"><li>• Diploma.</li><li>• Degree.</li></ul>