

CGU Stella for Staff 2022

Professional Mobility Programme for Services Staff

PLACEMENT OFFER UADEC01

INFORMATION OF HOST UNIVERSITY

Name of institution	Autonomous University of Coahuila.
Address	Boulevard Venustiano Carranza sin número Saltillo, Coahuila, Mexico.
Telephone	52 (844) 410 86 04
Web	http://www.uadec.mx
Short description	The Autonomous University of Coahuila is the largest public educational institution in the State. It offers a relevant and quality education at the high school, bachelor (undergraduate), and postgraduate (Masters and Ph.D.) levels. It generates, disseminates, preserves, and applies the knowledge of science, technology, and the humanities with a humanistic approach based on the universal values associated with science, the arts, and sports, providing comprehensive education to students.

INFORMATION OF PLACEMENT OFFER

Mobility	In-person.
Department	Academic improvement.
Description of activities	<p>The activities that would be carried out in the mobility would be directly working with the person in charge of the academic improvement department. The specific activities would be attending reunions, analyzing better practices, and improving the application of activities in eight specific areas.</p> <ol style="list-style-type: none"> 1. Student support is in charge of all the management, dissemination, coordination of scholarships, registration credits, and all those related. 2. Institutional Tutoring Program coordinates the activities of the tutor teachers and attends to the needs of the students in matters of academic support, advice, channelling and related to the adaptation and adequate performance of the students. 3. The central administration of the student's social service, that registers the institutions and follows up on the work carried out by the students. 4. The national mobility for students

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	<ol style="list-style-type: none"> 5. The Center for Teacher Development, Evaluation, and Continuing Education offers continuous training and qualification to the University's teachers. 6. Regulates and applies the calls for incentives for the performance of teaching staff and the follow-up of the work carried out during sabbatical years. 7. Attends the processes of academic reforms of the study plans and programs of all the degrees and baccalaureates offered at the University. 8. Currently in charge of the implementation processes of the University Academic Reform and the Educational Model.
Working languages	Spanish or English.
Working place	Academic improvement in Unit Camporredondo "G" building low level, Saltillo, Coahuila, Mexico.
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	From 8 a.m. to 3 p.m.
No. of offered placements	1.

CURRICULAR PROFILE OF CANDIDATE

Required experience	Preferably in two or more of the following areas: student support, tutoring, social service, mobility, continuing education, incentives for the performance of teaching staff, educational reforms, or academic reforms.
Required skills	<ul style="list-style-type: none"> • Problem solving. • Leadership. • Communication. • Teamwork.
Academic title	<ul style="list-style-type: none"> • Postgraduate degree.