

CGU Stella Junior 2022
Mobility and training programme for students

PLACEMENT OFFER UCA01J

INFORMATION ON THE HOST UNIVERSITY

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| Name of the institution | University of Cadiz. |
| Address | Plaza Falla, 8, 11003, Cadiz (Spain). |
| Telephone | +34 956019119. |
| Web | https://www.uca.es . |
| Short description | The University of Cadiz (UCA), Spain, in the South of Europe, has a longstanding experience in mobility programmes on the European and International levels (Erasmus+) as part of its Strategy of Internationalization. The University of Cadiz participated from the very beginning in the Stella programme. Its international cooperation strategy prioritises the construction of the Latin-American Knowledge Area, and the European, North Africa and the post-soviet area. |

INFORMATION ON THE PLACEMENT OFFER

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| Mobility | In-person. |
| Department | Vice-rectorate of Internationalisation, including International Mobility and Welcome Office, Projects Office and International Cooperation Office. |
| Description of the activities | <p>During the first week, participants will learn about the international activities and programmes of the University of Cadiz through presentations of our staff and will meet with our office departments (study abroad and staff mobility, international welcome centre, international partnerships and networks, international projects...).</p> <p>After the training week, the intern will participate in all activities of the International Office in coordination with its members, supporting them in tasks related to:</p> <ul style="list-style-type: none"> • Preparing and participating in the Welcome days for Incoming International Students. • Collaborating in the implementation of our International Welcome Center (IWC). • Participating and supporting on information sessions in our different campuses and faculties. • Preparing documents for incoming and outgoing mobility students. • Contributing to the dissemination of the activities carried out at our office. |
| Working languages | Spanish and English. |

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| Working place | University administration building (Hospital Real), Campus of Cadiz. |
| Mobility period | Within the indicated period. Between mid-September and mid-December. |
| Length | 60-90 calendar days. |
| Daily working hours | 5 hours (from 09:00 to 14:00). |
| No. of placements offered | 1. |
| Accommodation | <p>Accommodation full-board at the residence hall of the university for 2-3 months will be borne by the University of Cadiz. Just 3 minutes away from the working place downtown.</p> <p>Accommodation in the residence hall of our university will be provided from one day before the beginning of the activity, until the day after the end of the stay. 60-90 calendar days.</p> |
| Supplementary contribution | International Health Insurance. |

CURRICULAR PROFILE OF THE CANDIDATE

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| Required experience | <ul style="list-style-type: none"> • Students from the area of Modern Languages, Translation or International Studies. • Experience abroad and previous participation in a mobility programme will be appreciated. |
| Required skills | <ul style="list-style-type: none"> • Advanced level in Spanish and English (equal to B2). • Other languages will be a plus. • Ability to work in multicultural teams as well as independently. Computer and Office Suite skills. • Communication skills. • Open-minded. • Motivate and reliable. |
| Academic title | Diploma. |