

CGU Stella for Staff 2022

Professional Mobility Programme for Services Staff

PLACEMENT OFFER UDEM01

INFORMATION OF HOST UNIVERSITY

Name of institution	University of Monterrey.
Address	Av. Ignacio Morones Prieto 4500 Pte. , 66238, San Pedro Garza García, Mexico.
Telephone	+52(81)82151000
Web	https://www.udem.edu.mx/es
Short description	Universidad de Monterrey, also known as UDEM, is a non-profit private university of catholic inspiration. It is located in Monterrey, Nuevo Leon, one of the 3 most prominent cities in Mexico. It offers personalized, high-quality education of academic excellence and humanistic essence in a transformative environment.

INFORMATION OF PLACEMENT OFFER

Mobility	In-person.
Department	International Programs Office.
Description of activities	<p>Contribute to the International Programs Office activities in general such as:</p> <ul style="list-style-type: none"> • Helping in the organization and follow-up of incoming agreements that might be in process with the institution. • Getting to know the process that the Study abroad department takes into consideration to help students find the perfect match to study abroad. • Participating in the buddy program held for international exchange students. • Getting to know the department of incoming students and help in any activity inside the campus that might take place during the mobility. • Learn about our Internationalization at Home Department and their COIL program (Collaborative Online International Learning). It would be great to organize a session with UDEM students to present your university and invite them to study abroad there.
Working languages	English and/or Spanish.
Working place	International Programs Office.
Mobility period	To be agreed with the candidate.
Length	7 working days.

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Daily working hours	5-8 hours.
No. of offered placements	1.
Supplementary contribution	Taxi to and from airport, as well as meal expenses (up to \$4,500 Mexican pesos in total).

CURRICULAR PROFILE OF CANDIDATE

Required experience	Any experience related to any PR Office or in an international programs office.
Required skills	<ul style="list-style-type: none"> • Teamwork. • Adaptability. • Patience. • Good communication. • Innovative. • Creative.
Academic title	<ul style="list-style-type: none"> • Degree.