

## CGU Stella for Staff 2022

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER UDEM02

#### INFORMATION OF HOST UNIVERSITY

<b>Name of institution</b>	University of Monterrey.
<b>Address</b>	Av. Ignacio Morones Prieto 4500 Pte. , 66238, San Pedro Garza García, Mexico.
<b>Telephone</b>	+52(81)82151000
<b>Web</b>	<a href="http://udem.edu.mx/">http://udem.edu.mx/</a>
<b>Short description</b>	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

<b>Mobility</b>	In-person.
<b>Department</b>	Undergraduate Student Recruitment Department.
<b>Description of activities</b>	<ul style="list-style-type: none"> <li>• Advisor and recruiter of foreign students, so they can study at UDEM.</li> <li>• Travelling around Mexico and parts of the United States to attract students to the University.</li> <li>• Counselor to first year students.</li> </ul>
<b>Working languages</b>	Spanish and English.
<b>Working place</b>	ESTOA Building UDEM.
<b>Mobility period</b>	To be agreed with the candidate.
<b>Length</b>	15 working days.
<b>Daily working hours</b>	8 hours.
<b>No. of offered placements</b>	1.

#### CURRICULAR PROFILE OF CANDIDATE

<b>Required experience</b>	<ul style="list-style-type: none"> <li>• The candidate must have sales and customer service experience.</li> <li>• Must have experience working with educational institutions and working with parents and students.</li> </ul>
<b>Required skills</b>	<ul style="list-style-type: none"> <li>• Must be articulated and good working under pressure.</li> <li>• Basic use of Microsoft office tools.</li> </ul>
<b>Academic title</b>	<ul style="list-style-type: none"> <li>• Degree.</li> </ul>