

CGU Stella Junior 2022
Mobility and training programme for students

PLACEMENT OFFER UPCT01J

INFORMATION ON THE HOST UNIVERSITY

Name of the institution	Technical University of Cartagena.
Address	Plaza del Cronista Isidoro Valverde Edif. La Milagrosa 30202 Cartagena – Murcia (Spain).
Telephone	0034 968 32 5971.
Web	www.upct.es .
Short description	The UPCT is a public institution, established in 1998 and as such is the youngest Technical University in Spain. It is comprised of seven Schools of Engineering, Business and Architecture and offers several Master's and PhD Programmes.

INFORMATION ON THE PLACEMENT OFFER

Mobility	In-person.
Department	International Relations office.
Description of the activities	<ul style="list-style-type: none"> • Helping with the organisation of the mentioned international programmes; • Oral and written communication principally in Spanish, but also in English; • Inputting and editing documents in Excel, Word and PowerPoint; • Providing the information from the International Office to the teachers and students; • Creating and supervising materials for incoming and outgoing students; • Answering the student's questions, that are related to the university, and also to life in Cartagena, helping them with the paperwork and resolving different kinds of problems.
Working languages	English - Spanish.
Working place	Edificio ELDI - International office - 3rd floor - calle del Angel 32.
Mobility period	To be agreed with the candidate. From September 2022 to December 2022.
Length	60 calendar days.
Daily working hours	9:00 -14:00.
No. of placements offered	2.
Supplementary contribution	Free language course according to the availability of the language centre of UPCT.

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CURRICULAR PROFILE OF THE CANDIDATE

Required experience	<ul style="list-style-type: none">• Interested in working in an international context.• Willing to propose new ideas for international affairs.• Study abroad.• Living abroad.
Required skills	<ul style="list-style-type: none">• Interested in international affairs;• Ability and willingness to train in basic computing (Word, Excel, Access, PowerPoint);• Communication skills;• Flexibility in approach to work;• Capability of working in an international environment;• Knowledge of English, Spanish, or French or Portuguese.
Academic title	<ul style="list-style-type: none">• Degree.• Master.• Postgraduate degree.