

## CGU Stella for Staff 2022

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER UPTC01

#### INFORMATION OF HOST UNIVERSITY

<b>Name of institution</b>	Technical University of Cartagena.
<b>Address</b>	Plaza del Cronista Isidoro Valverde Edif. La Milagrosa 30202 Cartagena - Murcia, Spain.
<b>Telephone</b>	0034 968 32 5971
<b>Web</b>	<a href="http://www.upct.es">www.upct.es</a>
<b>Short description</b>	The UPCT is a public institution, established in 1998 and as such is the youngest Technical University in Spain. It is comprised of 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes.

#### INFORMATION OF PLACEMENT OFFER

<b>Mobility</b>	In-person.
<b>Department</b>	International Relations Office.
<b>Description of activities</b>	<ul style="list-style-type: none"> <li>• Assistance in the organization of international events.</li> <li>• Support with student and staff mobility programmes.</li> <li>• Maintenance of webpage and social networks.</li> <li>• General administrative support.</li> </ul>
<b>Working languages</b>	Spanish and English.
<b>Working place</b>	Working place Edificio ELDI - International office - 3rd floor - calle del Angel 32 Cartagena.
<b>Mobility period</b>	To be agreed with the candidate.
<b>Length</b>	7 working days.
<b>Daily working hours</b>	09:00 - 14:00.
<b>No. of offered placements</b>	1.

#### CURRICULAR PROFILE OF CANDIDATE

<b>Required experience</b>	<ul style="list-style-type: none"> <li>• Experience in management of student mobility programme for studies and internship for incoming and outgoing students.</li> <li>• Knowledge as well of programme for mobility of staff, professor and researchers.</li> </ul>
<b>Required skills</b>	<ul style="list-style-type: none"> <li>• A part of Spanish and English, other languages like French or Portuguese are an asset.</li> <li>• Use of Microsoft office and outlook.</li> </ul>

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	<ul style="list-style-type: none"><li>• Knowledge or participation at Erasmus+ programme or other mobility program.</li></ul>
Academic title	<ul style="list-style-type: none"><li>• Degree.</li><li>• Master.</li><li>• Postgraduate degree.</li></ul>