

CGU Stella for Staff 2022

Professional Mobility Programme for Services Staff

PLACEMENT OFFER CETYS02

INFORMATION OF HOST UNIVERSITY

Name of institution	CETYS University.
Address	Km 1. Camino Microondas Trinidad. Fracc. Las Palmas. 3ra. Seccion. CP. 22860. Ensenada, B.C. Mexico.
Telephone	+526462222300
Web	https://www.cetys.mx/
Short description	CETYS University is a private, non-profit, higher education institution located in the state of Baja California, Mexico, with three campuses: Ensenada, Tijuana, Mexicali.

INFORMATION OF PLACEMENT OFFER

Mobility	In-person.
Department	International Programs / International Affairs.
Description of activities	<ul style="list-style-type: none"> • Assistance in the process of registration of the international students, and supporting the International office in its daily activities. • Content design and proposal of website for international students. • Planning and Design of the International Summer Program 2023. • Participation in strategy meetings and in meetings with international partners, to help negotiate and design new collaboration initiatives.
Working languages	Spanish.
Working place	International Programs Office, Ensenada Campus.
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	6-8 hours.
No. of offered placements	1.
Accommodation	Hotel accommodation, covered by CETYS University, during the period of participation, including the weekends.

CURRICULAR PROFILE OF CANDIDATE

Required experience	Experience in the area of International Programs of at least three years. Expertise in developing activities for international students. Current staff member of an International Affairs or International Programs office.
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Required skills	<ul style="list-style-type: none">• Good language skills.• Responsible.• Creative.• Teamwork.
Academic title	<ul style="list-style-type: none">• Degree.