

## CGU Stella for Staff 2022

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER UCA01

INFORMATION OF HOST UNIVERSITY	
<b>Name of institution</b>	Cadiz University.
<b>Address</b>	Plaza Falla, 8, 11003, Cadiz, Spain.
<b>Telephone</b>	+34 956019119
<b>Web</b>	<a href="http://www.uca.es">www.uca.es</a>
<b>Short description</b>	The University of Cadiz (UCA), Spain, in the South of Europe, has a long-standing experience in mobility programs on European and International Level (Erasmus+) as part of its Strategy of Internationalization. The University of Cadiz participated from the very beginning in the Stella Program. The Internationalization Strategy of our university focuses especially on the non-academic staff of the whole university, which includes Internationalization at home to reach all members of our community.
INFORMATION OF PLACEMENT OFFER	
<b>Mobility</b>	In-person.
<b>Department</b>	Vice-rectorate of Internationalization, including International mobility and Welcome Office, International Erasmus+ projects and networks office, and International Cooperation.
<b>Description of activities</b>	<p>Participants will learn about the international activities of the University of Cádiz and will meet with different departments including: study abroad and staff mobility, welcome centre, international partnerships and networks, international projects, international cooperation, and international faculty and scholars.</p> <p>The tasks to be performed may include:</p> <ul style="list-style-type: none"> <li>• Preparation of welcome sessions and seminars for exchange students and visiting staff.</li> <li>• Identification and formulation of new international project</li> <li>• (KA103/107 mobility programmes, Capacity Building, Jean Monnet).</li> <li>• Drafting general and specific agreements with foreign institutions. Managing incoming and outgoing staff and student mobility.</li> <li>• Collaborating in technical work involved in the implementation of the Welcome Center.</li> <li>• Engage in the activities carried out by the International cooperation office.</li> </ul>

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<b>Working languages</b>	Spanish and English.
<b>Working place</b>	University administration building (Hospital Real), Campus of Cadiz.
<b>Mobility period</b>	To be agreed with the candidate.
<b>Length</b>	10 working days.
<b>Daily working hours</b>	4 hours (between 09:00 to 14:00).
<b>No. of offered placements</b>	1.
<b>Accommodation</b>	<p>Accommodation expenses for 14 days, full-board, at the residence hall of the university, will be borne by the University of Cadiz. From one day before the beginning of the activity, until the day after the end of the stay, accommodation will be provided in the <a href="#">residence hall</a> of our university, just 3 minutes from the working place in downtown.</p> <p>10 working days + 2 days of the weekend in between weekdays + 1 day before + 1 day after the working period. Total: 14 days including full-board.</p>
<b>Supplementary contribution</b>	Travel and Health Insurance.

### CURRICULAR PROFILE OF CANDIDATE

<b>Required experience</b>	<ul style="list-style-type: none"> <li>To be currently working in an international relations office, mobility and/or agreements department, or international cooperation office, within an international higher education institution.</li> <li>Desired candidates can as well have experience in the identification, formulation, or development of collaborative projects between Latin and European universities.</li> </ul>
<b>Required skills</b>	<ul style="list-style-type: none"> <li>Understanding and speaking Spanish as well as a good level of English in speaking and writing;</li> <li>Using computers, related software and other standard office equipment;</li> <li>Open-minded and willing to help with work and additional tasks to all the team when needed;</li> <li>Motivated and reliable.</li> <li>A good level of Portuguese will be an advantage.</li> </ul>
<b>Academic title</b>	<ul style="list-style-type: none"> <li>Degree.</li> </ul>

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