

## CGU Stella for Staff 2022

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER UMA01

#### INFORMATION OF HOST UNIVERSITY

<b>Name of institution</b>	University of Malaga.
<b>Address</b>	Avenida Cervantes 2, 29071 - Málaga, Spain.
<b>Telephone</b>	952131000
<b>Web</b>	<a href="http://www.uma.es">www.uma.es</a>
<b>Short description</b>	The University of Malaga is a young, growing university that has made quality teaching, cutting-edge research and knowledge transfer its trademark. Privileged in its geographical location, the University of Malaga is renowned for its highly qualified teaching and research staff. It maintains strong ties to the productive and academic sector of the region. Courses at the University of Malaga combine traditional subjects with many specialised degrees and postgraduate courses that allow students to design the studies that best suit their needs and interests.

#### INFORMATION OF PLACEMENT OFFER

<b>Mobility</b>	In-person.
<b>Department</b>	International Relations Office.
<b>Description of activities</b>	To know the administrative services for academic exchange, student mobility and staff mobility, including calls, selection, payment among other management procedures.
<b>Working languages</b>	Spanish/English.
<b>Working place</b>	International Relations Office/International HUB.
<b>Mobility period</b>	Within the indicated period. Between September and December 2022.
<b>Length</b>	7 working days.
<b>Daily working hours</b>	08:30 to 14:30.
<b>No. of offered placements</b>	1.
<b>Accommodation</b>	Free accommodation for 7 working days. Intermediate weekend included.
<b>Supplementary contribution</b>	Breakfast, lunch and dinner included.

#### CURRICULAR PROFILE OF CANDIDATE

<b>Required experience</b>	Preferably, experience in IRO.
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<b>Required skills</b>	<ul style="list-style-type: none"><li>• Experience of working in an international team and working with databases, carrying out administrative works and cooperating with colleagues from other countries IROs.</li><li>• Experience in organizing mobility programs for students/staff.</li></ul>
<b>Academic title</b>	<ul style="list-style-type: none"><li>• Diploma.</li><li>• Degree.</li></ul>