

CGU Stella for Staff 2023

Professional Mobility Programme for Services Staff

PLACEMENT OFFER UPCT01

INFORMATION OF THE HOST UNIVERSITY	
Name of 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 7 Schools of Engineering, Business and Architecture and offers several Master and PhD Programmes.
INFORMATION OF THE PLACEMENT OFFER	
Department	International Relations Office.
Description of activities	<ul style="list-style-type: none"> • Assistance in the organization of international events. • Support with student and staff mobility programmes. • Maintenance of webpage and social networks. • General administrative support.
Working languages	Spanish and English.
Working place	Edificio ELDI - International office - 3rd floor - calle del Angel 32 Cartagena.
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	09:00 - 14:00.
No. of offered placements	1.
CURRICULAR PROFILE OF THE CANDIDATE	
Academic title	<ul style="list-style-type: none"> • Degree. • Master. • Postgraduate degree.
Required experience	<ul style="list-style-type: none"> • Experience in management of student mobility programme for studies and internship for incoming and outgoing students. • Knowledge as well of programme for mobility of staff, professor and researchers.
Required skills	<ul style="list-style-type: none"> • A part of Spanish and English, other languages like French or Portuguese are an asset. • Use of Microsoft office and outlook.

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	<ul style="list-style-type: none">• Knowledge or participation at Erasmus+ programme or other mobility program.
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