

CGU Stella for Staff 2023

Professional Mobility Programme for Services Staff

PLACEMENT OFFER US02

INFORMATION OF HOST UNIVERSITY	
Name of institution	University of Seville.
Address	C/ San Fernando, 4. 41004 Sevilla (Spain).
Telephone	+34 954556386.
Web	www.us.es .
Short description	The University of Seville is a public law institution, founded in 1505, and the second largest in number of Spanish university students, by ITS. Its academic offer includes more than 78 degrees in the areas of bio sanitary, scientific, technological, humanistic, and social studies; 86 official and 150 non-official Master's Programs, and Expert and Advanced Training Courses approved by Universidad de Sevilla. In addition to this educational offer, the University maintains exchanges and academic partnerships with 850 institutions around the world.
INFORMATION OF PLACEMENT OFFER	
Department	Incoming mobility Unit.
Description of activities	• Collaboration in reception duties of incoming students/staff • Support to students outgoing in order to study abroad • Support in collecting documentation from incoming and outgoing students • Consult databases of partner universities to search for information
Working languages	Spanish, English.
Working place	US International Center.
Mobility period	Within the indicated period. 02-15 July, 2023.
Length	10 working days.
Daily working hours	09:00 h.-14:00 h.
Accommodation	Free for 13 days.
Supplementary contribution	Free meals and 200€. This amount is subject to withholding taxes in accordance with Spanish Law.
No. of offered placements	1.
CURRICULAR PROFILE OF CANDIDATE	
Academic title	• Degree or Master
Required experience	• ICT • Database management • Web application management

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Required skills
• Good level in English. • Knowledge and/or experience in the International Relations field.