

## CGU Stella for Staff 2023

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER CETYS04

INFORMATION OF HOST UNIVERSITY	
Name of institution	CETYS University.
Address	Km 1. Camino Microondas Trinidad. Fracc. Las Palmas. 3ra. Sección. CP. 22860. Ensenada, B.C. Mexico.
Telephone	+526462222300.
Web	<a href="https://www.cetys.mx">https://www.cetys.mx</a> .
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	
Department	International Programs / International Affairs.
Description of activities	<ul style="list-style-type: none"> <li>Working with the International office in the day-to-day operation of the International Summer School.</li> <li>Assistance in the process of registration of the international students.</li> <li>Planning and Design of the International Summer Program 2024.</li> <li>Participation in meetings with international partners, to help negotiate and design new collaboration initiatives.</li> <li>Logistics and support for faculty participating in the International Summer School.</li> </ul>
Working languages	English.
Working place	International Programs Office, Ensenada Campus.
Mobility period	Within the indicated period. July 17 <sup>th</sup> to July 28 <sup>th</sup> , 2023.
Length	7 working days.
Daily working hours	8 hours.
Accommodation	Hotel accommodation, covered by CETYS University, during the period of participation, including the weekends.
No. of offered placements	1.
CURRICULAR PROFILE OF CANDIDATE	
Academic title	Degree.
Required experience	<ul style="list-style-type: none"> <li>Experience in the area of International Programs of at least three years.</li> <li>Expertise in developing activities for international students.</li> <li>Current staff member of an International Affairs or International Programs office.</li> </ul>

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Required skills
<ul style="list-style-type: none"><li>• Good language skills.</li><li>• Responsible.</li><li>• Creative.</li><li>• Teamwork.</li></ul>