INFORMATION OF HOST UNIVERSITY

Name of institution: CETYS University.
Telephone: +526462222300.
Web: https://www.cetys.mx.
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: Institutional Advancement Department / Alumni Department.
Description of activities:
- Public relations with alumni to generate a productive interaction with them and their Alma Mater.
- Logistics of different types of events organized by the Alumni and Advancement departments.
- Management of the different services for Alumni: Employment platform "CETYS Talent", Alumni CETYS page, Digital Alumni identification system.
- Communication and support to Campus requirements regarding alumni relations.

Working languages: English or Spanish.
Working place: Institutional Advancement and Alumni Departments.
Mobility period: To be agreed with the candidate.
Length: 7 working days.
Daily working hours: 6-8 hours.
Supplementary contribution: CETYS University will provide a supplementary contribution of €300. This amount is subject to withholding taxes in accordance with Mexico Law.
No. of offered placements: 1.

CURRICULAR PROFILE OF CANDIDATE

Academic title: Degree.
Required experience:
- Experience in public relations.
- Relations with Alumni.
- Degree in Communications or Public Relations.

Required skills:
- Good language skills.
- Responsible.
**CGU Stella for Staff 2023**

*Professional Mobility Programme for Services Staff*

**PLACEMENT OFFER CETYS05**

- Creative.
- Teamwork.