## INFORMATION OF HOST UNIVERSITY

<table>
<thead>
<tr>
<th>Name of institution</th>
<th>Technological Institute of Santo Domingo - INTEC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Avenida de Los Próceres #49, Los Jardines del Norte 10602, Santo Domingo, República Dominicana • Apartado postal 342-9 y 249-2 (Dominican Republic).</td>
</tr>
<tr>
<td>Telephone</td>
<td>+18095679271.</td>
</tr>
<tr>
<td>Web</td>
<td><a href="http://www.intec.edu.do">www.intec.edu.do</a></td>
</tr>
<tr>
<td>Short description</td>
<td>Instituto Tecnológico de Santo Domingo - INTEC is a private university, providing a public, not-for-profit service, and was founded in 1972. INTEC’S curriculum offers a lot of diversity: Engineering, Business, Health, Basic Sciences, Humanities and Social Studies.</td>
</tr>
</tbody>
</table>

## INFORMATION OF PLACEMENT OFFER

<table>
<thead>
<tr>
<th>Department</th>
<th>Institutional Mobility Office.</th>
</tr>
</thead>
</table>
| Description of activities   | • Get to know the procedure regarding assistance to students, academic and non-academic staff that request information regarding how do mobility (incoming and outgoing).  
• Learn good practices of the institutional mobility office and propose improvement ideas for the office.  
• Assist in the records and database updates regarding mobility request, successful candidates, contact points, and others.  
• Support in the design and logistic of the international staff week and the intercultural week.  
• Assist in the welcoming of students and staff.  
• Assist in the promotion of student mobility programs inside the university.  
• Promote the sending institution at INTEC.  
• Support the design and dissemination of informative and promotional material for international education projects and/or programs. |
| Working languages           | English and Spanish. |
| Working place               | Erasmus and Institutional Mobility Office. |
| Mobility period             | To be agreed with the candidate. |
| Length                      | 7 working days. |
| Daily working hours         | 5 hours. |
**CGU Stella for Staff 2023**

*Professional Mobility Programme for Services Staff*

**Placement Offer INTEC01**

<table>
<thead>
<tr>
<th>Supplementary contribution</th>
<th>Transportation from Santo Domingo international airport to the accommodation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of offered placements</td>
<td>3.</td>
</tr>
</tbody>
</table>

**Curricular Profile of Candidate**

<table>
<thead>
<tr>
<th>Academic title</th>
<th>Undergraduate Degree.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required experience</td>
<td>Being part of International Office at the home institution.</td>
</tr>
<tr>
<td>Required skills</td>
<td>• Office packaged (medium or advanced level);</td>
</tr>
<tr>
<td></td>
<td>• Writing skills;</td>
</tr>
<tr>
<td></td>
<td>• Creative;</td>
</tr>
<tr>
<td></td>
<td>• Organization;</td>
</tr>
<tr>
<td></td>
<td>• Fluent communication;</td>
</tr>
<tr>
<td></td>
<td>• Adaptability;</td>
</tr>
<tr>
<td></td>
<td>• Flexibility;</td>
</tr>
<tr>
<td></td>
<td>• Team working.</td>
</tr>
</tbody>
</table>