

## CGU Stella for Staff 2023

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER INTECO3

#### INFORMATION OF HOST UNIVERSITY

<b>Name of institution</b>	Technological Institute of Santo Domingo - INTEC.
<b>Address</b>	Avenida de Los Próceres #49, Los Jardines del Norte 10602, Santo Domingo, República Dominicana • Apartado postal 342-9 y 249-2 (Dominican Republic).
<b>Telephone</b>	+18095679271.
<b>Web</b>	<a href="http://www.intec.edu.do">www.intec.edu.do</a>
<b>Short description</b>	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.

#### INFORMATION OF PLACEMENT OFFER

<b>Department</b>	Student Services Department.
<b>Description of activities</b>	Support in general, all the processes that are carried out in the Student Services Department, such as: <ul style="list-style-type: none"> <li>• Support in the design and implementation of the extra curricular activities (sports, cultural and social program)</li> <li>• Assist in the orientation and psychological situation for students in academic difficulties</li> <li>• Help in the design and organization of the Internship Office</li> <li>• Assist the preparation of the reports of the student's evaluations</li> </ul>
<b>Working languages</b>	Spanish and English.
<b>Working place</b>	Student Services Department.
<b>Mobility period</b>	To be agreed with the candidate.
<b>Length</b>	7 working days.
<b>Daily working hours</b>	5 hours.
<b>Supplementary contribution</b>	Transportation from Santo Domingo international airport to the accommodation.
<b>No. of offered placements</b>	2.

#### CURRICULAR PROFILE OF CANDIDATE

<b>Academic title</b>	Undergraduate Degree.
<b>Required experience</b>	Be part of Student Services Department at your home institution.
<b>Required skills</b>	<ul style="list-style-type: none"> <li>• Office packaged (medium or advanced level);</li> <li>• Listening skills;</li> </ul>

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	<ul style="list-style-type: none"><li>• Writing skills;</li><li>• Creative;</li><li>• Organization;</li><li>• Fluent communication;</li><li>• Adaptability;</li><li>• Flexibility;</li><li>• Team working.</li></ul>
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