

CGU Stella Junior 2023
Mobility and training programme for students

PLACEMENT OFFER UACHOIJ

INFORMATION ON THE HOST UNIVERSITY

Name of the institution	Autonomus University of Chihuahua.
Address	Escorza St. 900 City Center ZIP Code 31000 (Mexico).
Telephone	6142382079 ext.8425.
Web	https://uach.mx .
Short description	The Autonomous University of Chihuahua (UACH), established in 1954, is the highest house of studies of the largest state of the Mexican Republic, considered one of the higher education institutions within the best ranking at the national level and with an impact in 11 municipalities of the entity. The 15 departments that make up the UACH offer a wide variety of undergraduate and graduate degrees that cover all areas of knowledge and human development.

INFORMATION ON THE PLACEMENT OFFER

Department	International Relations Office.
Description of the activities	During the first week, participants will learn about the international activities and programmes of the Autonomous University of Chihuahua through presentations of our staff and will meet with our office departments. After the training week, the intern will participate in all activities of the International Office in coordination with its members, supporting them in tasks related to: • Participation and support in information sessions in our different campuses and faculties. • Answering the student's questions, those are related to the university, and also with life in Chihuahua, helping them with the paperwork and to resolve different kinds of problems. • Preparing documents for incoming and outgoing mobility students. Contributing to content planning in English and Spanish for our social networks. • Inputting and editing documents in Excel, Word and PowerPoint. • Providing information from the International Office to the teachers and students. • Creating and supervising materials for incoming and outgoing students. • Contributing to improving our Communication. • Plan with a focus on social media strategy.

CGU Stella Junior 2023
Mobility and training programme for students

PLACEMENT OFFER UACHOIJ

	• Provide text and audiovisual content for social media accounts. Track relevant social media. • Creation of graphic pieces. • Editing/creating promotional videos.
Working languages	English and Spanish.
Working place	International Relations Office of Chihuahua, Campus 1.
Mobility period	To be agreed with the candidate.
Length	15 calendar days.
Daily working hours	4 hours.
No. of placements offered	1.
Supplementary contribution	• Free Spanish course. • Assistance finding accommodation.

CURRICULAR PROFILE OF THE CANDIDATE

Academic title	• Diploma. • Degree.
Required experience	No required experience.
Required skills	• English and Spanish Language. • Basic digital skills.