

CGU Stella Junior 2023
Mobility and training programme for students

PLACEMENT OFFER UCA01J

INFORMATION ON THE HOST UNIVERSITY

Name of the institution	University of Cadiz.
Address	Plaza Falla, 8, 11003, Cadiz, (Spain).
Telephone	+34 956019119.
Web	https://www.uca.es/ .
Short description	The University of Cadiz (UCA), Spain, in the South of Europe, has a longstanding experience in mobility programs on European and International Level (Erasmus+) as part of its Strategy of Internationalization. The University of Cadiz participated from the very beginning in the Stella Program. Its international cooperation strategy prioritizes the construction of the Latin-American Knowledge Area, and the European, North Africa and the post-soviet area.

INFORMATION ON THE PLACEMENT OFFER

Department	Vice-rectorate of Internationalization, including International Mobility and Welcome Office, Projects Office and International Cooperation Office.
Description of the activities	<p>During the first week, participants will learn about the international activities and programmes of the University of Cadiz through presentations of our staff and will meet with our office departments (study abroad and staff mobility, international welcome center, international partnerships and networks, international projects...).</p> <p>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:</p> <ul style="list-style-type: none"> • Preparation and participating in the Welcome days for Incoming International Students. • Collaborating in the implementation of our International Welcome Center (IWC). • Participation and support in information sessions in our different campuses and faculties. • Preparing documents for incoming and outgoing mobility students. Contributing to the dissemination of the activities carried out at our office.
Working languages	Spanish and English.
Working place	University administration building (Hospital Real), Campus of Cadiz.

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Mobility period	Within the indicated period. Between mid-September and mid-December.
Length	60-90 days.
Daily working hours	5 hours (from 09:00 to 14:00).
No. of placements offered	1.
Accommodation	Accommodation full-board at the residence hall of the university for 2-3 months will be borne by the University of Cadiz. Just 3 minutes away from the working place downtown, accommodation in the residence hall of our university will be provided from one day before the beginning of the activity, until the day after the end of the stay. 60-90 days (including breakfast, lunch and dinner, except the weekends).
Supplementary contribution	Travel and Health Insurance.

CURRICULAR PROFILE OF THE CANDIDATE

Academic title	Diploma.
Required experience	Students from the area of Modern Languages or International Studies Experience abroad and previous participation in a mobility program will be appreciated.
Required skills	<ul style="list-style-type: none"> • Advanced level in Spanish and English (equal to B2). Other languages will be a plus. • Ability to work in multicultural teams as well as independently. Computer and Office Suite skills. • Communication skills. • Open-minded, motivate and reliable.