

**CGU Stella for Staff 2024**  
*Professional Mobility Programme for Services Staff*

**PLACEMENT OFFER IBERO01**

**INFORMATION OF THE HOST UNIVERSITY**

<b>Name of institution</b>	Universidad Iberoamericana.
<b>Address</b>	Prolongación Paseo de la Reforma 880, Lomas de Santa Fe. Delegación Álvaro Obregón. C.P. 01219. Ciudad de México.
<b>Telephone</b>	+525559504122.
<b>Web</b>	<a href="https://ibero.mx/">https://ibero.mx/</a> .
<b>Short description</b>	<p>Universidad Iberoamericana in Mexico City, is acknowledged as one of Mexico's top private educational institutions, widely known both in Mexico and abroad for the high quality of its study programs. Underlying aim is to safeguard, disseminate and improve higher education by training professionals, teachers, researchers and technicians our society needs.</p> <p>It offers bachelor's degree and graduate degree programs. Underpinned by the Jesuit educational tradition, which has flourished worldwide for close to five centuries, blends science and humanism in all its academic endeavors.</p>

**INFORMATION OF THE PLACEMENT OFFER**

<b>Department</b>	International Relations Office.
<b>Description of activities</b>	<p>Collaborate with the staff of the four international areas in the Office:</p> <ul style="list-style-type: none"> <li>• Agreements.</li> <li>• Internationalization at home.</li> <li>• Student Mobility.</li> <li>• Academic Relations.</li> </ul> <p>The candidate must be able to share their own experience with the International Office staff on EU-funded international mobility programmes. Management of academic consortia and in the development and obtaining of funds in calls for international research projects.</p>
<b>Working languages</b>	Spanish, English.
<b>Working place</b>	International Relations Office.
<b>Mobility period</b>	To be agreed with the candidate within the indicated period. Fall semester 2024 (August 7 <sup>th</sup> - November 29 <sup>th</sup> )
<b>Length</b>	7 working days.
<b>Daily working hours</b>	5 hours.

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<b>Accommodation</b>	The Universidad Iberoamericana will cover the cost of 9 nights of accommodation with breakfast in a hotel near the campus.
<b>Supplementary contribution</b>	The Universidad Iberoamericana offers the transportation hotel-campus-hotel, and the visitor could take the lunch at campus cafeterias during the working days.
<b>No. of placements</b>	1.

**CURRICULAR PROFILE OF THE CANDIDATE**

<b>Academic title</b>	Diploma, Degree, Master.
<b>Required experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of International Office common practice.</li> <li>• Management of databases of international research projects and analysis of the results.</li> <li>• Development and monetarization of specific calls for Internationalization &amp; internationalization at home.</li> <li>• Experience in Erasmus consortia.</li> <li>• International fundraising.</li> <li>• Design and development of internationalization policies.</li> </ul>
<b>Required skills</b>	<ul style="list-style-type: none"> <li>• International research projects.</li> <li>• Communications skills.</li> <li>• IT skills.</li> <li>• Creative skills.</li> <li>• Project Management database.</li> </ul>