

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

**PLACEMENT OFFER ANAH01**

**INFORMATION OF THE HOST UNIVERSITY**

<b>Name of institution</b>	Anahuac Xalapa University.
<b>Address</b>	Circuito Arco Sur s/n Lomas Verdes, CP. 91098 Xalapa Veracruz, México.
<b>Telephone</b>	+52 228-819-1515.
<b>Web</b>	<a href="https://www.anahuac.mx/veracruz/xalapa/alumnos/internacionalizacion">https://www.anahuac.mx/veracruz/xalapa/alumnos/internacionalizacion</a> .
<b>Short description</b>	At the Universidad Anáhuac Veracruz Xalapa campus, we train leaders of positive action who transform society. Our Educational Model 2025 of integral formation seeks the harmonious development of the different personal facets of students: intellectual, professional, human, spiritual and social. A positive action leader is a person capable of positively influencing others and their environment to guide them towards the construction of the common good.

**INFORMATION OF THE PLACEMENT OFFER**

<b>Department</b>	International Relations Coordination.
<b>Description of activities</b>	Support to the coordination's administrative processes; teaching-research and knowledge dissemination; development of good administrative practices; management of high-performance teams.
<b>Working languages</b>	Spanish and English.
<b>Working place</b>	Circuito Arco Sur s/n Lomas Verdes, CP. 91098 Xalapa Veracruz.
<b>Mobility period</b>	To be agreed with the candidate.
<b>Length</b>	15 working days.
<b>Daily working hours</b>	4 hours.
<b>Accommodation</b>	The host university will cover the cost of the accommodation for the selected candidate.
<b>No. of placements</b>	1.

**CURRICULAR PROFILE OF THE CANDIDATE**

<b>Academic title</b>	Master, Degree, Doctorate.
<b>Required experience</b>	Knowledge of administrative processes and school management teaching, research and knowledge dissemination high performance management.
<b>Required skills</b>	Communication, self-management.